

Update Information 2011 Update Number 2

This package updates the *Subject Headings Manual*, 2008 edition, which was published in 2009. All new instruction sheets and replacement pages in 2011 Update Number 2 are dated August 2011. The table that follows lists the pages included in this package and summarizes the nature of the updates. Users who wish to maintain a permanent record of the history of the additions and changes listed here should file this table behind the **Update Information** tab in Volume 4 of the manual.

With this update, the manual is current through the end of August 2011. 2012 Update Number 1 is scheduled to be published in Spring 2012.

Note: This update package cannot be used with the *Subject Cataloging Manual: Subject Headings*, 5th edition, originally published in 1996. That edition is closed, and is no longer being updated. These update sheets are compatible only with the 2008 edition of the *Subject Headings Manual*.

<i>Instruction Sheet</i>	<i>Page</i>	<i>Addition/Change</i>	<i>Action</i>
Contents	8-9	Table of contents updated	Replace
H 40	1-2	Instruction sheet rewritten	Replace pp. 1-2; discard p. 3
H 150	1	Reference updated in sec. 3	Replace
H 165	1-4	Text updated	Replace
H 193	1-5	Instruction sheet rewritten	Replace pp. 1-5; discard p. 6
H 193.5	1	Background statement updated	Replace
H 194	1-2	Instruction sheet rewritten	Replace
H 195	1-2	Instruction sheet rewritten	Replace
H 196	1	Text updated	Replace
H 200	1-18	Instruction sheet rewritten	Replace pp. 1-18; discard pp. 19-21

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H 205	1	Reference updated	Replace
H 364	1-6	Text updated	Replace pp. 1-5; add p. 6
H 365	1	Reference updated	Replace
H 371	3	References updated	Replace
H 373	2	Reference updated	Replace
H 374	1-2	References updated	Replace
		Sec. 4 rewritten	
H 400	3-4	Example updated in sec. 1	Replace
		Sec. 3 rewritten	
H 405	3-15	Text updated in sec. 3	Replace
		List updated	
H 690	3	Text updated in sec. 3	Replace pp. 1-4
H 708	2	Text updated in sec. 2	Replace
H 720	1	Reference updated	Replace
H 807	2	Typographical errors corrected	Replace
H 1095	2	Background statement updated	Replace
	21-26	List updated	
	37-52		
H 1100	3-11	List updated	Replace
H 1105	7	Typographical error corrected	Replace
H 1110	17-26	List updated	Replace
H 1147	7-12	List updated	Replace
H 1149	1-5	List updated	Replace
H 1150	1-4	List updated	Replace
H 1153	1-4	List updated	Replace
H 1156	5-8	List updated	Replace
H 1159	9-10	Footnote 4 updated	Replace

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H 1180	9-10	List updated	Replace
H 1195	3-6	List updated	Replace
H 1200	5-9	List updated	Replace
H 1250	3 10 12	Examples updated in sec. 1.c and sec. 1.i Example added in sec. 3.b	Replace
H 1285	3	Example updated	Replace
H 1332	5	References updated	Replace
H 1334	2 4 8	Text updated in sec. 2.d Example updated in sec. 3.c Formatting error corrected in sec. 4.b	Replace pp. 1-8
H 1430	1	Text updated	Replace
H 1592	2-3	Text updated in sec. 2 Reference updated in sec. 3	Replace
H 1647	6	Text updated in sec. 9	Replace
H 1795	1	Text updated in sec. 1	Replace
Contents of Volume Four	1	Table of contents updated	Replace
H 1913	1-5	Text and MARC coding updated	Replace
H 1917	3	Sec. 2.a(4) added	Replace
H 1919.5	1	Text updated in sec. 1.a	Replace
H 1925	8	Example updated	Replace
H 1927	2	List updated in sec. 2	Replace
H 1965	1	Text updated	Replace
H 1969.5	1-4	Text and MARC coding updated	Replace
H 1996	2	Text updated in sec. 4	Replace
H 2075	1	Text updated	Replace
H 2100	1	Text updated in sec. 1	Replace
Glossary	3	Text updated	Replace

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Library of Congress Subject Authority Records H 40

BACKGROUND: *Online subject authority records in Classification Web and the LC Database take precedence over all printed products as authority for the non-free-floating elements of subject headings. Additionally, subdivision authority records have been created to control the more than 3,200 free-floating subdivisions. These records, used in conjunction with name authority records in the LC Database and the lists of free-floating subdivisions and other elements in the **Subject Headings Manual**, constitute final authority for the assignment of subject headings.*

A copy of each subject authority record in Classification Web also resides in the LC Database. In addition to being the most authoritative list of subject headings, Classification Web is also used for generating printed products, such as the annual editions of Library of Congress Subject Headings and the Subject Headings Tentative Lists.

1. Characteristics of subject authority records.

a. Records for approved headings. An existing heading that is approved and valid for use is represented in Classification Web and the LC Database by a single authority record with a record ID number in the 010 field having the prefix **sh**.

b. Records for newly proposed headings. Proposed headings reside in the Subject Heading Proposal System, which is a module of Classification Web. The record ID number in the 010 field has the prefix **sp**. The heading is not valid for use until it has been approved during the editorial process. Once the Data Integrity Section has assigned the proposal to a tentative list, the list number can be found in the 907 \$t subfield of the MARC authority record.

c. Records for headings being updated. An existing heading that is being changed in any way is represented in the Subject Heading Proposal System by two authority records, one having a record ID number with the prefix **sh** in the 010 field, and the other having the same record ID number but with the prefix **sp**. In order to determine the nature of the update being performed, it is necessary to compare the “sh” record with its “sp” counterpart. Once the Data Integrity Section has assigned the proposal to a tentative list, the list number can be found in the 907 \$t subfield of the MARC authority record.

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2. Assigning valid headings as subjects. Before assigning a subject heading to a work being cataloged, ascertain that either (1) it is an AACR2 name heading represented by a name authority record in the LC Database (cf. H 430); or (2) it is represented in the LC Database or in Classification Web by a single subject authority record that has an 010 field with an **sh** record number; or (3) if it is represented in the Subject Heading Proposal System by two subject authority records one of which has an 010 field with an **sp** record number, the change being made is to a field other than the 1XX field; or (4) it is authorized by free-floating provisions (cf. H 362 for free-floating terms and phrases, H 1090 for multiple subdivisions, and H 1095-H 1200 for free-floating subdivisions).

Do not assign headings that have both “sh” and “sp” records unless the proposed change is in a field other than the 1XX field, that is, unless the heading itself is unaffected by the change. If the 1XX field is being changed, the proposal has appeared on a tentative list, and editorial process is complete (as shown by the tentative list number in the 907 \$t subfield in the MARC authority record in the Subject Heading Proposal System), consult the approved list posted on the Cataloging and Acquisitions Web site (<http://www.loc.gov/aba/>) to determine whether the proposed change was approved. “sp” records in the Subject Heading Proposal System are converted to “sh” records approximately 3-4 weeks after the date on the tentative list.

3. Non-authoritative subject heading sources. The following sources, although useful tools for reference purposes, may not be treated as authority for the assignment of a subject heading:

- Bibliographic records in the LC Database
- Tentative weekly lists of new subject heading proposals (including those proposals marked **(A)**).

Partial Title Added Entries H 150

BACKGROUND: *Until January 1995, subject catalogers assigned a partial title added entry when a term or phrase embedded in a title contained subject information not adequately represented by the assigned subject headings or a "used for" (UF) reference (4XX field) in the subject authority file. This practice was designed to bring the term or phrase to the entry position and make it retrievable in card catalogs, print catalogs, or systems dependent on left-match browse rather than keyword searching. These partial title added entries were assigned in 740 fields with catalogers' notes recorded in 952 fields to justify them. With the implementation of the second phase of format integration at the Library of Congress in January 1995, the 740 field in MARC 21 was redefined and is no longer available to provide added entry access to varying forms of titles. The 246 field is used for title added entries related to the 245 field, for example, portions of titles, parallel titles, and alternate forms, as well as varying forms of title found elsewhere on an item. However, now that widespread use of keyword searching enables terms in titles to be retrieved whether or not they appear in the left-most position, catalogers no longer make partial title added entries for subject cataloging purposes.*

1. *Partial title added entry not used.* Do not assign a partial title added entry for subject cataloging purposes, either in a 740 field or a 246 field.

2. *Use of 653 field.* If there are special circumstances that necessitate recording the varying form of a word appearing in a title that is judged to be significant for subject access but not adequately covered by the assigned subject headings, record the term in a 653 field for uncontrolled subject terms following the procedures in H 160. Do not add a term to the 653 field that duplicates a term appearing in another searchable field.

LC practice:

3. *Deletion of partial title added entries.* Make no systematic attempt to delete partial title added entries assigned for subject cataloging purposes from existing bibliographic records cataloged when the practice was in effect. Delete partial title added entries assigned for subject cataloging purposes when they are covered by newly established subject headings being assigned to existing bibliographic records as part of normal bibliographic file maintenance (cf. H 200, sec. 14).

Subject Heading Changes in Bibliographic Records H 165

BACKGROUND: Subject headings in an existing bibliographic record may be changed or corrected when an error has been discovered in the record or when an established subject heading is being changed or a new subject heading is being established. This instruction sheet provides guidelines addressed to Library of Congress catalogers for determining what to correct and what not to correct, and procedures for correcting records online in the LC ILS or for reporting records that are candidates for correction to the Data Integrity Section in the Policy and Standards Division. It replaces D 240 and parts of D 243, instruction sheets that were formerly in the *Subject Cataloging Manual: General Cataloging Procedures*.

LC practice:

1. What to correct.

a. Errors. Correct spelling, typographical, and content designation errors in subject headings, as well as obsolete, unauthorized, or inappropriate subject headings. Focus on correcting only genuine errors. Avoid second guessing another cataloger's judgment or updating records that were cataloged in another era with different cataloging practices, so long as the headings are in currently valid form and were appropriate at the time the item was originally cataloged.

Note: Errors in existing records may be corrected at any time, either online in the LC ILS or by reporting them to the Policy and Standards Division/Data Integrity Section, using the Database Maintenance Request Form at

<http://www.loc.gov/staff/aba/psd/dbiu-form.php>

An error that occurs in only one or a few bibliographic records is usually more efficiently corrected by the cataloger online at the time the error is discovered. An error that occurs in a large number of records is more efficiently corrected by reporting it to the Data Integrity Section.

b. Revising existing subject headings. When an existing subject heading is being revised, all bibliographic records that contain the old form of the heading must be updated to the new form.

Do not change these bibliographic records online in the LC ILS before the subject heading change proposal has been submitted to the Data Integrity Section for inclusion on a tentative list and been approved by the editorial meeting. Instead, report these records as candidates for correction when submitting the proposal, using one of the methods described in sec. 4, below. After the proposal has been approved, the changes are made by the Data Integrity Section.

H 165 Subject Heading Changes in Bibliographic Records

1. *What to correct.* (Continued)

c. Establishing new subject headings. When a new heading is being established, search the bibliographic database to locate existing bibliographic records for which the new heading is appropriate. In some cases, the existing subject heading or headings will be deleted and the new heading substituted. In other cases, the existing headings will be retained and the new heading added.

Do not change these bibliographic records online in the LC ILS before the new subject heading proposal has been submitted to the Data Integrity Section for inclusion on a tentative list and been approved during the editorial process. Instead, report these records as candidates for correction when submitting the proposal, using one of the methods described in sec. 4, below. After the proposal has been approved, the changes are made by the Data Integrity Section

d. MARC vs. PREMARC records. Do not discriminate between MARC and PREMARC records with respect to subject heading corrections. Correct errors and add newly proposed headings to bibliographic records regardless of whether they are MARC or PREMARC records. When updating a subject heading on a PREMARC record to a currently valid form, delete the legend [from old catalog] if it appears beside the heading.

e. Genre/form terms.. Correct terms in 655 fields if they are coded as Library of Congress Subject Headings or Library of Congress Genre/Form Terms for Library and Archival Materials (LCGFT). LC subject headings have 0 in the second indicator position. LCGFT terms are coded as:

```
655 #7 $a [Term]. $2 lcgft
```

Do not change genre/form terms coded in other ways.

2. *What not to correct.*

a. Children's literature headings. Generally, do not make changes in children's literature headings. These headings are maintained by the children's literature catalogers and/or the Data Integrity Section of the Policy and Standards Division.

Note: Children's literature headings are identifiable by the presence of 1 in the second indicator position of the 6XX fields.

Subject Heading Changes in Bibliographic Records H 165

2. *What not to correct.* (Continued)

b. Non-LC headings. Do not change non-LC headings such as National Library of Medicine headings or French language headings assigned by Canadian libraries.

Note: Non-LC headings are identifiable by the presence of values in the range of **2-6** in the second indicator position of the 6XX fields, and also by second indicator **7** of the 6XX fields when the corresponding \$2 subfield value is not **lcgft**.

3. Correcting records online in the LC ILS. To correct a record that has an error of the type described in sec. 1.a., above, proceed as follows:

- Check that the legend in the 906 \$g subfield begins with **y-**.

If it begins with **n-**, do not correct the record.

Note: If the 906 \$g subfield has the legend **n-oclcserc**, the record is a serial record that may be corrected using OCLC software. The corrected record will be automatically imported into the LC ILS, usually on the day after the correction was made.

- Check that the 040 field has subfield **\$d DLC** in the final position. If it does not, add it.
- If the record is still in the CIP stage, follow the standard procedure for applying the code **rix** or **rip** in the 906 \$b subfield, as described in DCM M3.3.2.2.2., *Notification of CIP pre-publication changes*.
- Correct the text of the 6XX field(s) as necessary.
- Save the corrected record and validate it.

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4. Reporting candidate records for correction to the Data Integrity Section. If an error occurs in a large number of bibliographic records, or if records need to be corrected or updated in connection with a subject heading proposal that has not yet been approved, report the candidate records to the Data Integrity Section for correction rather than correcting them online yourself. Use one of the following methods to report the records, as appropriate:

- **Database Maintenance Request.** Use the Database Maintenance Request Form at

<http://www.loc.gov/staff/aba/psd/dbiu-form.php>

Do not use this method if the corrections are being made in connection with a subject heading proposal that is being submitted and has not yet been approved. Instead, use one of the alternative methods listed below.

- **Printouts of records.** Make a printout of each individual record to be corrected and manually mark it up with the changes that are to be made. Indicate clearly if any of the existing headings are to be changed or deleted and any new heading(s) to be added. If the position of a new heading is significant (for example, if the new heading should be the first subject heading in the record), indicate this clearly. If a new heading is to be assigned with topical, geographic, chronological, or form subdivisions, show the complete string.

This method is recommended only if the number of records to be changed is small.

- **Lists of LCCNs.** If an identical change is to be made to a group of records, submit a list of the LCCNs of those records, together with clearly written instructions describing the change to be made to each record in the list.

This method is recommended if the number of records to be changed is relatively large and the list of LCCNs can be easily assembled.

- **Printout of search.** Submit a screen printout that shows the search that was done to retrieve the candidate records, together with clearly written instructions describing the change to be made to each record retrieved by the search. If the printout displays any individual records that should not be changed, cross them off.

This method is recommended if the number of records to be changed is relatively large and the candidate records can easily be retrieved by doing a single search.

Changing a Heading or Deleting a Subject Authority Record H 193

BACKGROUND: *In most cases, a subject heading is changed from one form to another by changing the data in the 1XX field of the subject authority record, rather than by deleting the subject authority record and creating a new one. The heading in its new form retains the same authority record control number (010 field) that was assigned to the old heading, and the old heading becomes a 4XX field (UF reference) in the authority record, coded to indicate that it is the earlier form of the current heading. If the heading appears as a broader term or related term (5XX field) in other subject authority records, or if it has been used as an example in a general see or see also reference or scope note, it is changed in those records as well.*

However, if a single heading is “split” into two or more new headings, the original authority record is deleted, and new authority records are created for the new headings using new record control numbers. Authority records are also deleted in cases where duplication of records occurs.

This instruction sheet describes the procedures to be followed to change a subject heading from one form to another or to delete a subject authority record. These procedures are presented in terms applicable to the Subject Heading Proposal System.

1. Retrieving the heading in the Subject Heading Proposal System. In order to change a subject heading to a new form, retrieve the heading in the Subject Heading Proposal System. Click on the icon to the right of the heading in the browse display, and in the dropdown menu click **Propose a change to this record**.

2. Geographic subdivision. See H 364 for guidelines on coding to indicate whether a heading may be subdivided geographically or not. If it is necessary to change the coding for the record in question, do so by selecting the appropriate radio button. The values that appear as radio buttons for the 008/06 field are as follows:

May Subd Geog = Subdivided geographically - indirect

Not Subd Geog = Not subdivided geographically

No Attempt to Code [This value also indicates that the heading is not currently divided geographically]

3. Priority 1 proposals. If the proposed change is being made for material that is handled on a priority 1 basis in the editorial process, such as CIPs, select the radio button labeled CIP.

H 193 Changing a Heading or Deleting a Subject Authority Record

4. Adjusting the 1XX field. Change the heading in the 1XX field to the desired form.

5. References. Review the 4XX and 5XX fields to determine whether they conform to current policies for making references (cf. H 370-H 375). If any field is incorrect or inappropriate, change it or delete it as necessary. Add any additional 4XX or 5XX fields that may be required.

Except as stated below, add a 4XX field containing the old form of the heading. Identify this as the earlier form of the heading by adding to the field a \$w control subfield containing the data **ne**. Place the control subfield before the \$a subfield. The \$w subfield generates the notation **[EARLIER FORM OF HEADING]** on the tentative list and the notation **[Former heading]** in *Library of Congress Subject Headings*. Omit this special 4XX field under the following circumstances:

- when the old form of heading “normalizes” to the same string of characters as the new form, that is, when the old form is identical in all respects to the new form except for capitalization, diacritics, hyphens, etc. (Note, however, that when a hyphen is removed from a heading and the hyphenated words are changed to a *single word*, the 4XX from the old form should be made);
- when the only change being made is the correction of a typographical error in the old form of heading;
- when the only change being made is the closing of what had been an open date in the heading or in a period subdivision under the heading;
- when a *[heading]–[subdivision]* record is being changed because the basic heading itself is also being changed, and the 4XX field containing the old form of the heading has been added to the authority record for the basic heading. For example, when **Venereal diseases** was changed to **Sexually transmitted diseases**, a 4XX field with the form **Venereal diseases** was added to that record. Therefore a 4XX with the form **Venereal diseases–Eclectic treatment** was not added when that heading was changed to **Sexually transmitted diseases–Eclectic treatment**.

Changing a Heading or Deleting a Subject Authority Record H 193

6. Classification number. Review the 053 field(s), if any, present in the record. See H 365 for guidelines on LC classification numbers in subject authority records. If any 053 is incorrect, change or delete it as necessary. If a required 053 field is not present, add it to the record.

7. Authority research information. Use 670, 675, and 952 fields to provide source citations, LC patterns, etc., applicable to the *new* form of the heading, following the guidelines in H 203, *Citation of Sources*, and the procedures in H 200, sec. 9 and 13.

8. Other fields. Add or edit any other fields as necessary, such as the 260, 360, 680, and 781 fields. Follow the procedures described in H 200, sec. 10-13. For examples of content designation of 260 and 360 fields, see H 374, *General See References*, and H 371, *General See Also References*. For examples of 680 and 781 fields, see H 200, sec. 10 and 11.

9. Bibliographic file maintenance. Indicate the total number of bibliographic records that will need to be updated as a result of the proposed change by adding a 952 field formatted as in the following example:

952 ## \$a Bib. records to be changed: 75

If this field is already present in the record, edit it to reflect the number of bibliographic records being submitted with the current proposal. Do not add a second field of this type.

10. Saving and viewing the record. Save the proposed revision to the Subject Heading Proposal System by clicking **Save**. The proposed revision is now searchable within the system. Click the **Refresh** button on the browse display. The text of the heading is displayed in brown, indicating that it is a proposed revision and not yet approved.

H 193 Changing a Heading or Deleting a Subject Authority Record

11. Changing the heading in 5XX fields in other records. Locate all authority records in which the heading being changed has been used as a broader or related term, that is, those headings that are printed as NTs or RTs in *Library of Congress Subject Headings* under the heading being changed.

Retrieve each authority record in the Subject Heading Proposal System as described in sec. 1, above. In each record, change the data in the 5XX field from the old form of the heading to the new form, or delete the field if the reference is no longer valid under current guidelines (see H 370). Follow the procedures described in H 195, *Changing References in Subject Authority Records*.

Note: If other obvious errors are present in any of these records, such as incorrect class numbers, invalid 4XX or 5XX fields, etc., correct these errors at the same time, insofar as this can be done within a reasonable length of time and without doing extensive research. It is not required to determine whether all existing references conform to current policy so that they may be coded as “evaluated” (cf. H 370, Background).

12. Changing the heading where used as an example in other records. If the heading being changed has been used as an example in a 260 field (general see reference), 360 field (general see also reference), or 680 field (scope note) in another record, there is a 681 field in the record reading “Example under [. . .]” or “Note under [. . .].” If this field is present revise those records as well.

13. Submitting the proposal. Make a printout of the revised authority record for the heading that is being changed as well as printouts of all related authority records that were revised in conjunction with the proposal. In order to facilitate processing of the proposal for the tentative list, circle the tags of all fields that have been changed or added, using red ink if possible. It is not necessary to explicitly indicate fields that have been deleted. Submit the printouts to the Data Integrity Section together with the work being cataloged, if any, and printouts of any bibliographic records that will need to be changed. Once these printouts have been submitted to the Data Integrity Section, make no further changes to the online authority records in the Subject Heading Proposal System. If any further additions or changes are required, notify the Data Integrity Section by telephone, email, or inter-office mail.

Changing a Heading or Deleting a Subject Authority Record H 193

14. Deleting an authority record. Normally, a subject authority record may be deleted only if either: (a) the heading duplicates a name heading; (b) the heading is replaced by a heading already represented by another subject authority record; or (c) an existing heading is being split into two or more new headings. If any of these conditions is met, submit a proposal to delete the record, as follows:

a. Retrieving the heading in the Subject Heading Proposal System. Retrieve the subject heading that is to be deleted. Click on the icon to the right of the heading in the browse display, and in the dropdown menu click **Propose cancelling this heading**.

b. Priority 1 proposals. If the proposed deletion is being made for material that is handled on a priority 1 basis in the editorial process, such as CIPs, select the radio button labeled CIP.

c. Explanation of the cancellation. Add a 682 field to the record with an \$i subfield containing an appropriate note explaining why the record is being deleted. Select this note from the list provided in H 193.5. If the note includes a citation to a replacement heading, use an \$a subfield to cite the heading. *Example:*

```
682 ## $i This heading has been removed from the subject authority
        file because it is covered by the subject heading
        $a Congo (Democratic Republic)--Languages
        $i (sh 85149573).
```

d. Saving and viewing the record. Save the revised record to the Subject Heading Proposal System by clicking **Save**. The proposed deletion is now searchable within the system. Click the **Refresh** button on the browse display. The text of the heading is displayed in brown, indicating that it is a proposed deletion and not yet approved.

e. Submitting the proposal. Make a printout of the revised authority record for the heading that is being deleted. In order to facilitate processing of the proposal for the weekly list, circle the tags of all fields that have been changed or added, using red ink if possible. It is not necessary to explicitly indicate fields that have been deleted. Submit the printout to the Data Integrity Section together with the work being cataloged, if any, and printouts of any bibliographic records that will need to be changed. Once these printouts have been submitted to the Data Integrity Section, make no further changes to the online authority record. If any further additions or changes are required, notify the Data Integrity Section by telephone, email, or inter-office mail.

Deleted Heading Information H 193.5

BACKGROUND: When a subject authority record is deleted under the guidelines given in H 193, sec. 14, a note explaining the reason for the deletion is provided for the benefit of subscribers to the MARC Distribution Service Subject-Authorities. This explanation is given in a 682 field that appears on the tentative and approved lists and is distributed with the deleted record. This instruction sheet provides the standard wording that is used in 682 fields.

1. Cancellation of Library of Congress subject headings. When submitting a proposal to delete a subject authority record for a Library of Congress subject heading, add a 682 field with the appropriate note selected from the list that follows. If none of these explanations is appropriate for the case in hand, compose an original note that provides a clear explanation of why the record is being deleted. The Data Integrity Section will edit the note as necessary to standardize the wording.

682 ## \$i This authority record has been deleted because the subject heading is covered by an identical name heading (n XXXXXXXX).

682 ## \$i This authority record has been deleted because the subject heading is covered by the name heading \$a _____ \$i (n XXXXXXXX).

682 ## ‡i This authority record has been deleted because the subject heading is covered by the name headings \$a _____ \$i (n XXXXXXXX) and \$a _____ \$i (n XXXXXXXX).

682 ## \$i This authority record has been deleted because the heading is covered by an identical subject heading (sh XXXXXXXX).

682 ## \$i This authority record has been deleted because the heading is covered by the subject heading \$a _____ ‡i (sh XXXXXXXX).

682 ## \$i This authority record has been deleted because the heading is covered by the subject headings \$a _____ \$i (sh XXXXXXXX) and \$a _____ \$i (sh XXXXXXXX).

H 193.5 Deleted Heading Information

1. *Cancellation of Library of Congress subject headings. (Continued)*

682 ## \$i This authority record has been deleted because the heading is replaced by headings of the type [topic]--[place] for which individual subject authority records are not made.

682 ## \$i This authority record has been deleted because the heading is replaced by the heading \$a [. . .]--[. . .], \$i a heading for which a subject authority record is not made because it uses a free-floating subdivision.

682 ## \$i This authority record has been deleted because the heading is replaced by headings of the type \$a [. . .]--[. . .] \$i for which individual subject authority records are not made.

682 ## \$i This authority record has been deleted because the subdivision \$a _____ \$i is no longer valid.

682 ## \$i This authority record has been deleted because the heading will be established as a name heading when needed.

682 ## \$i This authority record has been deleted because the heading is not a valid AACR2 heading.

2. *Cancellation of Children's (formerly called AC) subject headings.* When submitting a proposal to delete a subject authority record for a Children's subject heading, add one of the following 682 fields, as appropriate.

682 ## \$i This authority record for a Children's subject heading has been deleted because the heading is covered by an identical Library of Congress subject heading (sh XXXXXXXX).

682 ## \$i This authority record for a Children's subject heading has been deleted because the heading is covered by the Library of Congress subject heading \$a _____ \$i (sh XXXXXXXX).

Providing for Geographic Subdivision H 194 of Existing Subject Headings

BACKGROUND: A subject heading is authorized to be divided by place when its authority record has the value **i** in field 008/06. This causes the notation (**May Subd Geog**) to be printed beside the heading when it appears on the tentative and approved lists and when it is printed in **Library of Congress Subject Headings**. This instruction sheet describes the procedure to request that an existing subject heading be authorized for geographic subdivision. For the procedure to request that a corporate body name heading be divided by place, see H 475. For general instructions on authorization for geographic subdivision, see H 364.

1. Retrieving the heading in the Subject Heading Proposal System. In order to divide by place a subject heading that is not currently authorized for geographic subdivision, retrieve the heading in the Subject Heading Proposal System. Click on the icon to the right of the heading in the browse display, and in the dropdown menu click **Propose a change to this record**.

2. Changing the 008 field. To permit the subject heading to be divided by place, select the **May Subd Geog** radio button.

3. Bibliographic file maintenance. Add a 952 field showing the number of bibliographic records that are being submitted to be changed if the proposal is approved. Format the field as in the following example:

```
952 ## $a Bib. records to be changed: 5
```

If no records are submitted, indicate **Bib. records to be changed: 0**.

Note: Searching the LC Database to locate and print out existing bibliographic records in which the heading could be divided by place is an optional procedure. Proposals to divide a heading by place may be submitted with no accompanying bibliographic records.

4. Saving and viewing the record. Save the revised record to the Subject Heading Proposal System by clicking **Save**. The proposed update is now searchable within the system. Click the **Refresh** button on the browse display. The text of the heading is displayed in brown, indicating that it is a proposed update and not yet approved.

H 194 Providing for Geographic Subdivision of Existing Subject Headings

5. Submitting the proposal. Make a printout of the revised record. In order to facilitate processing of the proposal for the tentative list, circle the tag **008/06**, using red ink if possible. Submit the proposal to the Data Integrity Section together with the work being cataloged, if any, and printouts of any bibliographic records that have been retrieved to be changed as a result of the proposal. Once the proposal has been printed out and submitted to the Data Integrity Section, make no further changes to the online record. If any further additions or changes are required, notify the Data Integrity Section by telephone, email, or inter-office mail.

Changing References in Subject Authority Records H 195

BACKGROUND: *References in Library of Congress Subject Headings can be changed by adding, deleting, or altering 260, 360, 4XX, and 5XX fields in subject authority records. In order to add a UF reference from a term not used as a subject heading to its equivalent heading, a 4XX field is added to the authority record for the heading. In order to add a reference from one subject heading to a narrower heading, a 5XX field coded as a broader term is added to the record for the narrower heading. To link two headings as related terms, a 5XX field coded as a related term is added to the records for both headings. To make a general see reference or a general see also reference, a 260 or 360 field is added to the record. References are cancelled by deleting fields in the equivalent manner. This instruction sheet describes the procedures for proposing such changes using the Subject Heading Proposal System. For guidelines on making references, see H 370-H 375.*

1. Retrieving the heading in the Subject Heading Proposal System. In order to add or change references in a subject authority record, retrieve the heading in the Subject Heading Proposal System. Click on the icon to the right of the heading in the browse display, and in the dropdown menu click **Propose a change to this record**.

2. Adding or editing 4XX fields (UF references). Add, edit, or delete 4XX fields, as necessary, keeping all 4XX fields together in a single alphabetical list. For variant forms of names or alternate terminology added in 4XX fields, provide supporting authority in 670 fields according to the instructions in H 200, sec. 9.

3. Adding or editing 5XX fields (broader terms and related terms). Add, edit, or delete 5XX fields, as necessary. Identify a 5XX field as a broader term by means of a \$w control subfield with the value **g**. Identify a 5XX field as a related term by omitting the \$w control subfield. Keep all broader term 5XX fields together in a single alphabetical list and all related term 5XX fields in a separate alphabetical list following the broader terms.

Remember that in order to link two headings as related terms, the authority record for each heading must have a 5XX field containing the other heading, and that in each case this field must be identified as a related term by the absence of a \$w control subfield. To add, change, or delete a related term reference, it is therefore necessary to copy and revise two authority records.

Follow the procedures in this instruction sheet to change both records.

H 195 Changing References in Subject Authority Records

3. *Adding or editing 5XX fields (broader terms and related terms).* (Continued)

To change an existing reference from a related term to a broader term, add **\$w g** as the first subfield in the 5XX field and delete the reciprocal reference from the authority record for the other heading. To change an existing reference from a broader term to a related term, delete **\$w g** from the 5XX field and add a reciprocal reference to the authority record for the other heading.

After the 5XX fields have been revised, reposition them within the record if necessary so that all broader terms are placed together in a single alphabetical list, followed by all related terms, also in a single alphabetical list.

4. *Adding or editing 360 fields (general see also references) or editing 260 fields (general see references).* Add, edit, or delete 360 fields as necessary. Edit or delete 260 fields as necessary. For examples of content designation of these fields, see H 374, *General See References*, and H 371, *General See Also References*.

5. *Saving and viewing the record.* Save the revised record to the Subject Heading Proposal System by clicking **Save**. The proposed update is now searchable within the system. Click the **Refresh** button on the browse display. The text of the heading is displayed in brown, indicating that it is a proposed update and not yet approved.

6. *Submitting the proposal.* Make a printout of the revised record. In order to facilitate processing of the proposal for the tentative list, circle the tags of all fields that have been changed or added, using red ink if possible. It is not necessary to explicitly indicate fields that have been deleted. Submit the proposal to the Data Integrity Section. Once the proposal has been printed out and submitted to the Data Integrity Section, make no further changes to the online record. If any further additions or changes are required, notify the Data Integrity Section by telephone, email, or inter-office mail.

Changing Class Numbers in Subject Authority Records H 196

BACKGROUND: *LC classification numbers associated with subject headings appear in 053 fields in subject authority records. When there is more than one class number or span of numbers associated with a heading, the authority record has a separate 053 field for each. Class numbers are formulated and added to subject headings according to the principles described in H 365. When it is necessary to add a new 053 field or to make other changes in an existing record, existing 053 fields should be reviewed to determine that they are substantively correct, that is, that the numbers are still valid and appropriate for the heading and that the qualifying terms, if any, are correct.*

This instruction sheet describes the procedures followed by Library of Congress cataloging staff to add or change a class number in an existing authority record. In most cases, proposals to add or revise 053 fields are processed “off-list,” that is, the Policy and Standards Division reviews and approves the proposal and the Data Integrity Section inputs the change into Classification Web and the LC Database without putting it on a tentative list for formal editorial review. Therefore it is not necessary for catalogers to follow the normal procedures for changing the authority record online by copying it, revising it, and printing it out. Instead, the original authority record is simply printed out and annotated with instructions to add, change or delete 053 fields, as appropriate.

1. Preparing a printout. In order to add, change, or delete an 053 field in a subject authority record, make a printout of the record. Annotate the printout, using red ink if possible, by editing or crossing off existing 053 fields that need to be changed or deleted. Add new 053s by writing instructions in the blank area on the lower part of the printout, for example,

add: 053 QD380-QD388 (Chemistry)
add: 053 QP801.P64 (Biochemistry)

2. Submitting the proposal. Write your cataloger’s code and the date on the printout. Submit the proposal to the Data Integrity Section. After the proposal has been reviewed and approved in the Policy and Standards Division, the authority record in Classification Web and the LC Database will be updated by the Data Integrity Section to reflect the change.

*Note: If it is necessary to make any other change to the record in addition to the 053 change(s), follow the procedures appropriate for those other types of changes. For example, to add a broader term reference and change an 053 field in the same record, follow the procedures in H 195, **Changing References in Subject Authority Records**, rather than the procedures in this instruction sheet. Follow the procedures in this instruction sheet only when proposed changes are limited to the 053 field(s).*

Preparation of Subject Heading Proposals H 200

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H 200 Preparation of Subject Heading Proposals

BACKGROUND: *Headings that are in one of the following categories are authorized to be assigned as subject headings: (1) name headings established according to AACR2 rules (cf. H 430), (2) subject headings and subdivisions established for inclusion in the authoritative LCSH database, Classification Web (cf. H 40), (3) subject headings constructed by using free-floating subdivisions under established name or subject headings (cf. H 1095), or (4) subject headings consisting of free-floating phrases appended to established name or subject headings (cf. H 362). Any other subject heading must be proposed by a cataloger and approved by during the editorial process for inclusion in Library of Congress Subject Headings before its use as a subject heading is authorized. This instruction sheet explains the general requirements for new subject heading proposals and lists the steps to follow to create a subject authority record using the Subject Heading Proposal System. These procedures apply only to the creation of new authority records. For the procedures to follow in making changes to existing records, see H 193-196.*

GENERAL REQUIREMENTS FOR SUBJECT HEADING AUTHORITY RECORDS

Note: These instructions provide tagging and subfield coding information for the most common situations that are encountered in creating subject authority records. In more complex situations it may be necessary to consult the MARC 21 authority format for detailed content designation information.

1. Accessing the system.

Go to URL:	http://lcconline.info/Menu
Click on:	LC Subject Heading Proposal System
Click on:	Propose a New Heading
Click on:	The category of subject heading to be proposed (see sec. 2, below)
Login:	Key the username and password.

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GENERAL REQUIREMENTS FOR SUBJECT HEADING AUTHORITY RECORDS

2. Accessing templates for new headings. On the main menu, click on the appropriate option for the type of heading being established. This retrieves one of the various templates, or forms, that have been designed for creating different categories of headings.

*Note: Subject headings and references are tagged according to the definitions in the MARC 21 Format for Authority Data. For heading-subdivision combinations in 1XX, 4XX, or 5XX fields, the tag is based on the \$a subfield, and the corresponding template is used to create it. For example, since the heading **Jesus Christ–Date of death** is tagged **100** (based on the \$a subfield **Jesus Christ**), the Personal Name Heading template is used to create it; since **Harvard University–Student housing** is tagged **110** (based on the \$a subfield **Harvard University**), the Corporate Body Heading template is used; since **Beowulf–Characters** is tagged **130** (based on the \$a subfield **Beowulf**), the Uniform Title Heading template is used; etc.*

Each of the templates is discussed specifically in sections 2.a-2.j, below.

a. Topical heading. Use this template to establish topical subject headings, including events that are not subdivisions under places, and names of legendary characters, deities, etc.

b. Geographic heading. Use this template to establish geographic features and named entities that have been designated as geographic in nature (see H 405). Also use this template to establish time periods and events that are subdivisions under places.

c. Fictitious character heading. Use this template to establish headings of the type **Potter, Harry (Fictitious character)** (see H 1610).

d. Family name heading. Use this template to establish headings of the type **Smith family** (see H 1631).

e. Corporate body heading (Buildings, etc.). Use this template to establish subdivisions under named entities that are corporate bodies, and to establish subject headings for named entities that have been designated as similar to corporate bodies and tagged **110** (see H 405).

f. Meeting heading. Use this template to establish subdivisions under headings for meetings and events that are tagged **111**, e.g. **Super Bowl—Records**.

H 200 Preparation of Subject Heading Proposals

GENERAL REQUIREMENTS FOR SUBJECT HEADING AUTHORITY RECORDS

2. Accessing templates for new headings. (Continued)

g. Personal name heading. Use this template to establish subdivisions under personal names, e.g. **Jesus Christ—Betrayal.**

h. Uniform title heading. Use this template to establish subdivisions under uniform titles, e.g. **Bible--Quotations in the Book of Mormon.**

i. General see Reference. Use this template to establish general see references (150/260) (see H 374).

j. Other templates. Two other templates are also available.

(1) *Genre/Form Term.* Use this template to establish genre/form terms.

(2) *Children's Headings.* Templates similar to those listed in sec. 2.a-2.i, above, are provided for proposing *Children's Subject Headings*.

3. General information about entering data in the templates.

a. Fixed vs. editable data. Some areas of the templates contain data that cannot be edited by the user. Other areas have fields in which the cursor can be placed and data can be entered or edited by the user. In many of these editable fields, some data has already been provided by the system. For example, in the 1XX field, the system includes the data \$a by default. Default data provided by the system can in most cases be edited or deleted by the user if necessary.

b. Adding subfields in editable fields. The system uses the dollar sign (\$) to represent a delimiter. In order to add a new subfield to an existing field, type a dollar sign followed by the appropriate subfield code letter. *Example:*

150 \$a Greenhouse gases [existing subfield]

150 \$a Greenhouse gases \$x Law and legislation [new subfield added]

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GENERAL REQUIREMENTS FOR SUBJECT HEADING AUTHORITY RECORDS

3. General information about entering data in the templates. (Continued)

c. Adding new fields to the template. Immediately below the final 952 field in the template is an **Insert field** menu. If it is necessary to add a new field to the template, select the radio button of the existing field above which the new field is to be inserted. Then click the down arrow on the **Insert field** menu in order to display a list of available fields. Click on the desired field, and it will be inserted immediately above the field whose radio button was selected.

Note: If no radio button is selected, the system will automatically insert the new field before the next higher numbered tag in the template.

<input type="radio"/> 675	\$a	(Sources not found)
<input type="radio"/> 952	\$a Bib. records to be changed:	(Bib. record changes)
<input type="radio"/> 952	\$a LC pattern:	(LC pattern)
<input type="radio"/> 952	\$a	(Cataloger's comments)
<input type="button" value="Insert Field"/> <input type="button" value="Remove Field"/>		
Email	<input type="text"/> (Optional notification)	

d. Fields that the user leaves blank. Any field that appears in a basic template and is left blank by the user is automatically deleted by the system when the record is saved. It is not necessary for the user to take any action to remove an unneeded field from a template.

Note: If desired, a field may be removed by selecting the radio button of the field and clicking the **Remove Field** button.

H 200 Preparation of Subject Heading Proposals

GENERAL REQUIREMENTS FOR SUBJECT HEADING AUTHORITY RECORDS

4. **"Generated by".** At the top of the form select the appropriate radio button from the four options.

Generated by <input checked="" type="radio"/> Book <input type="radio"/> No Book <input type="radio"/> CIP <input type="radio"/> Rare Book	
008/06 <input checked="" type="radio"/> May Subd Geog <input type="radio"/> Not Subd Geog <input type="radio"/> No attempt to code	
<input type="radio"/> 053 0	<input type="text" value="\$a"/> (LC class number)
<input type="radio"/> 150	<input type="text" value="\$a"/> (Heading)
<input type="radio"/> 450	<input type="text" value="\$a"/> (UF)
<input type="radio"/> 450	<input type="text" value="\$a"/> (UF)

Book. Select this button if any non-Priority-1 bibliographic item is being submitted with the proposal, such as a book, serial, etc.

No Book. Select this button if no bibliographic item is being submitted with the proposal. For example, if the proposal is being made in order to correct an error or in response to correspondence, select **No book**.

*Note: If the item that has generated the proposal is printed music, select **No Book** and do not submit the item with the proposal.*

CIP. Select this button if the proposal is being made in connection with the cataloging of a CIP or any other Priority 1 material, except a rare book.

Rare Book. Select this button if the proposal is being made in connection with the cataloging of a rare book.

Note: Because these radio buttons are for internal LC workflows, they are not present for users who work in SACO libraries.

Preparation of Subject Heading Proposals H 200

GENERAL REQUIREMENTS FOR SUBJECT HEADING AUTHORITY RECORDS

5. **Field 008/06 (Geographic subdivision).** The values that appear as radio buttons for the 008/06 field in the templates are as follows:

May Subd Geog = Subdivided geographically - indirect

Not Subd Geog = Not subdivided geographically

No Attempt to Code [This value also indicates that the heading is not currently divided geographically]

Generated by <input checked="" type="radio"/> Book <input type="radio"/> No Book <input type="radio"/> CIP <input type="radio"/> Rare Book	
008/06 <input checked="" type="radio"/> May Subd Geog <input type="radio"/> Not Subd Geog <input type="radio"/> No attempt to code	
<input type="radio"/> 053 0	<input type="text" value="\$a"/> (LC class number)
<input type="radio"/> 150	<input type="text" value="\$a"/> (Heading)
<input type="radio"/> 450	<input type="text" value="\$a"/> (UF)
<input type="radio"/> 450	<input type="text" value="\$a"/> (UF)

H 364 provides guidelines on how to choose the appropriate code for geographic subdivision. Following those guidelines, select the appropriate radio button.

*Note: Field 008/06 does not appear in the templates for certain types of headings because it is set by default and cannot be edited. For example, in the template for family name headings, the 008/06 is set to **Not Subd Geog** and may not be changed.*

6. **053 field (LC Class Number).** Follow the rules and guidelines in H 365 to determine whether to assign a class number to the heading. Enter each number or span of numbers in a separate **053** field. For a single number, use the \$a subfield. For a span of numbers, use the \$a subfield for the beginning number of the span and add a \$b subfield for the ending number. Provide the full class number (including class letters) in both the \$a and \$b subfields. Do not key a hyphen. Enter the appropriate qualifying term, if any, in a \$c subfield. Do not enclose data in the \$c subfield in parentheses. *Example:*

053 #0 \$a HG289 \$b HG297 \$c Finance

053 fields left blank will be automatically deleted by the system when the record is saved (see sec. 3.d, above).

If an additional 053 field is required, or if the template does not provide an 053 field but one is needed, add it by using the appropriate technique described in sec. 3.c., above.

H 200 Preparation of Subject Heading Proposals

GENERAL REQUIREMENTS FOR SUBJECT HEADING AUTHORITY RECORDS

7. *The heading.* Enter the text of the proposed heading in the 1XX field. If a heading-subdivision combination is being proposed, create the necessary subfields using the technique described in sec. 3. b., above.

8. *Tracings and references.*

a. General rule. Record all UF, BT, or RT references as tracings, that is, as 4XXs or 5XXs. Determine by searching the subject headings in *Classification Web* that any proposed 4XX does not conflict with an existing heading or UF reference and that any proposed 5XX exists as a currently valid heading.

Reference patterns. Many new headings belong to special categories having their own prescribed sets of references, such as names of individual structures, monuments, or geographic features. Specific subdivisions also have characteristic reference patterns. These can be determined by consulting individual instruction sheets in the *Subject Headings Manual* or by examining existing subject authority records for other headings in the category. Use only authority records whose references have been *evaluated* (that is, those with the value **a** in field 008/29) as patterns for new proposals.

b. 4XXs. Follow the rules and guidelines in H 373 for making UF references. Record UF references in 4XX fields. Use the technique described in sec. 3.c, above, to add additional blank 4XX fields to the template. List these fields in alphabetical order. Do not add \$w control subfields to 4XX fields except under the conditions described in the note below. Provide authority to support variant forms of names and alternate terminology for subjects in 670 fields (see sec. 9). *Example:*

```
150 ## $a French fries
450 ## $a Chips (French fries)
450 ## $a French fried potatoes
450 ## $a French fries
```

Note: New subject authority records are sometimes created because a subject heading is being canceled and replaced by two or more new headings (cf. H 193). In those cases, add a 4XX field to each of the new authority records containing the old form of the heading. Identify this as the earlier form of the heading by adding, at the beginning of the field, a \$w control subfield with the data **nne**.

Preparation of Subject Heading Proposals H 200

GENERAL REQUIREMENTS FOR SUBJECT HEADING AUTHORITY RECORDS

8. Tracings and references. (Continued)

c. 5XXs (BTs and RTs). Follow the principles in H 370 for making broader term and related term references. Record BT references in 5XX fields that have a \$w control subfield containing the value **g**. This control subfield identifies references as broader terms. List them in alphabetical order. Record RT references in 5XX fields that have no \$w control subfield. The absence of the control subfield identifies the reference as a related term. List them in alphabetical order immediately following the list of broader term references. Use the technique described in sec. 3.c, above, to add additional blank 5XX fields to the template, as needed. *Example:*

```
150 $a Carpets
550 $w g $a Floor coverings [a broader term]
550 $a Rugs [a related term]
```

Note: For each related term 5XX, a reciprocal 5XX must be added to the authority record for the heading being used as a reference. To do this, follow the procedure described in H 195, **Changing References in Subject Authority Records**.

There must be an authority record in the subject authority file for each subject heading used as a 5XX. In cases where a 5XX is made from a generic term divided by place or from a topic divided by a free-floating subdivision, for example, **Mountains–Colorado** or **Oxygen–Toxicology**, an authority record for the generic term divided by the specific place or for the specific heading-subdivision combination needed in the 5XX may not yet have been created. In these cases, it is not necessary for the cataloger to create the authority record; editorial staff will create it.

d. Narrower terms (NTs). Make references from the new heading being proposed to existing narrower headings by adding the new heading as a BT (that is, a 5XX field having a \$w control subfield containing the value **g** to the existing authority records for the narrower terms. Do this by following the procedures in H 195 for changing references in existing subject authority records and submitting a printout of each changed record together with the proposal for the new heading. Although the MARC 21 format provides value **h** to identify narrower terms in a \$w control subfield of 5XX fields, the Library of Congress does not use this value nor include narrower terms in records for broader terms.

H 200 Preparation of Subject Heading Proposals

GENERAL REQUIREMENTS FOR SUBJECT HEADING AUTHORITY RECORDS

9. Citation of sources. Use the **670** and **675** fields to cite sources that were consulted in preparing the proposal. See H 202 for instructions on the authority research required for subject heading proposals.

a. Work cataloged. Cite the work for which the heading is being proposed as the first 670 field. Provide the LCCN, the main entry and title, and the imprint date. Abridge titles if they are lengthy, but include key words that support the form of the proposed heading or that justify a UF reference, even if they appear in a subtitle. If the work has both a uniform title and a title page title, omit the uniform title in favor of the title page title. When establishing both a new heading and a new subdivision for the same work, cite the work in both authority records.

Include in a \$b subfield information from the work that will be useful in evaluating the proposal. *Examples:*

670 ## \$a Work cat: 96011759: Petering, D.E.K. The Anton Wilhelm Petering family genealogy, 1995.

670 ## \$a Work cat.: 2010413893: Archeological and historical investigations at Battery Hamilton (9CH953), Chatham County, Georgia, 2008: \$b p. iii (The archeological site [Battery Hamilton] is located in the Savannah River on Bird Island about three miles upstream from Fort Pulaski)

b. Other sources in which the heading was found. Use additional 670 fields to cite sources that support the form of the proposal or references. Follow the style and conventions for citation of sources described in H 203. *Examples:*

670 ## \$a Rieger, R. Glossary of genetics, 1990 \$b (genotype-environment interaction)

670 ## \$a MEDLINE on1stsearch, Feb. 15, 1996 \$b (genotype-environment interaction; genotype by environment interaction; gene-environment interaction; genotype x environment interaction)

Do not cite LC patterns or the *Subject Headings Manual* in 670 fields. Instead, use the 952 (LC pattern) field, as described in sec. 15, below.

Preparation of Subject Heading Proposals H 200

GENERAL REQUIREMENTS FOR SUBJECT HEADING AUTHORITY RECORDS

9. Citation of sources. (Continued)

c. Sources in which the heading was not found. Use a single 675 field to cite sources that were consulted but do not include the term or any variation of it. Cite these sources in the same manner as sources in which the term was found. Cite each source in a separate \$a subfield. Put a semicolon after each source citation before starting a new \$a subfield. Use no other subfield coding. *Example:*

```
675 ## $a Lippincott; $a Web. geog.; $a Times atlas
```

10. Scope note. Follow the guidelines in H 400 for determining whether a scope note is appropriate. If a scope note is being provided for the heading being established, enter it in a 680 field. Use the technique described in sec. 3.c to add a blank 680 field to the template. Use \$i subfields for explanatory text and \$a subfields for headings or subdivision terms that are used to amplify or illustrate the text contained in the \$i subfields. *Example:*

```
150 ## $a Developmental neurobiology
680 ## $i Here are entered works on the growth and differentiation
        of the nervous system. Works limited to the growth of
        the nervous system are entered under $a Nervous
        system--Growth.
```

Note: The introductory phrase, "Here are entered works on," is system-supplied.

11. Geographic subdivision information. For geographic subject headings, enter data in the 781 field showing the form of the heading when it is used as a geographic subdivision.

Note: If the heading is not valid for use as a geographic subdivision, leave the 781 field blank. When the record is saved, the system will automatically add a 667 field stating that the heading is not valid for use as a geographic subdivision. See the detailed guidelines in H 836.

H 200 Preparation of Subject Heading Proposals

GENERAL REQUIREMENTS FOR SUBJECT HEADING AUTHORITY RECORDS

12. General see also references. None of the basic templates include a blank 360 field. If one is required, add it to the template using the technique described in sec. 3.c, above. Enter the text of the reference in the blank 360 field, creating \$a and \$i subfields as needed, using the technique described in sec. 3.b, above. Use \$i subfields for explanatory text and \$a subfields for the heading(s) or subdivision(s) referred to. *Example:*

```
150 ## $a Apologetics
360 ## $i subdivision$a Apologetic works $i under individual denomina-
      tions, e.g. $a Catholic Church--Apologetic works
```

Rules and guidelines for making general see also references are provided in H 371.

13. General see references. To create a general see reference, use the General See Reference template. Enter the term from which the reference is being made in the 150 field. Enter the text of the reference in the blank 260 field, creating \$a and \$i subfields as needed, using the technique described in sec. 3.b, above. Use \$i subfields for explanatory text and \$a subfields for the heading(s) or subdivision(s) referred to. *Example:*

```
150 ## $a Controversial literature
260 ## $i subdivision$a Controversial literature $i under individual
      religions, religious denominations, monastic and religious
      orders, and sacred works for works that argue against or
      express opposition to those groups or works
```

Rules and guidelines for making general see references are provided in H 374.

14. Bibliographic file maintenance. Before submitting a completed proposal to the Data Integrity Section, search the LC Database to locate existing bibliographic records that should be updated as a result of the new proposal. Enter the total number of records to be changed in the 952 (Bib record changes) field. If there are none, enter 0 after the standard text, "Bib. Records to be changed."

For detailed information about bibliographic file maintenance, see H 165.

Preparation of Subject Heading Proposals H 200

GENERAL REQUIREMENTS FOR SUBJECT HEADING AUTHORITY RECORDS

15. LC pattern. When it is appropriate to cite an LC pattern (see H 202), enter it in the 952 (LC pattern) field. Since the field already contains the words "LC pattern:," it is not necessary for the user to key in that text. *Example:*

```
150 ## $a Poets, Zimbabwean  
952 ## $a LC pattern: Authors, Zimbabwean
```

This information is permanently retained in the authority record for the new heading, but is not distributed outside the Library of Congress.

Note: If no pattern is being cited, leave the remainder of the field blank and it will be automatically deleted by the system when the record is saved.

Citing the Subject Headings Manual. If the heading and/or its reference structure is being established according to a pattern prescribed in a specific instruction sheet in the *Subject Headings Manual*, add a 952 (cataloger's comments) field containing the number of the instruction sheet. Use the abbreviation **SHM**. *Example:*

```
952 ## $a SHM H 1334
```

16. Comments accompanying proposal. Enter any comments that are pertinent to the new heading, and that are intended to be a permanent part of the authority record, in the 952 (Cataloger's comments) field. These include information such as a definition of the heading or a description of its intended usage, a description of special problems or considerations that were factors in selecting the form of the heading or references, the impact that the new proposal might have on the assignment of other headings, or other relevant facts accumulated in doing authority research for the proposal. Communicate information that is only of transitory interest while the proposal is going through the editorial process by submitting a note together with the proposal.

H 200 Preparation of Subject Heading Proposals

GENERAL REQUIREMENTS FOR SUBJECT HEADING AUTHORITY RECORDS

17. Providing an email address. Entering an email address in this field causes a system-generated email message to be sent when the proposal is scheduled for a tentative list and when it has been approved, rejected, or approved with modifications by the editorial meeting. A full email address must be provided, such as **myname@loc.gov**. Leave the field blank to avoid receiving these messages.

<input type="radio"/> 675	<input type="text" value="\$a"/>	(Sources not found)
<input type="radio"/> 952	<input type="text" value="\$a Bib. records to be changed:"/>	(Bib. record changes)
<input type="radio"/> 952	<input type="text" value="\$a LC pattern:"/>	(LC pattern)
<input type="radio"/> 952	<input type="text" value="\$a"/>	(Cataloger's comments)
<input type="button" value="Insert Field"/> <input type="button" value="Remove Field"/>		
<input type="text" value="Email"/>		(Optional notification)

18. Saving and viewing the proposal. When finished filling out the template for the proposed new heading, click the **Save** button. An LCCN is automatically generated and a screen appears confirming that the proposal has been saved. The proposed heading is now searchable within the system. Click the **Refresh** button on the browse display. The text of the heading is displayed in green, indicating that it is proposed and not yet approved.

19. Material to be submitted to the Data Integrity Section. Submit the following material, as a single package, for each new heading proposed:

- the item generating the proposal, and its associated paperwork
- a printout of the newly created authority record
- printouts of authority records for any headings that have been changed to add the newly proposed heading as a 5XX (BT or RT)
- printouts or listings of bibliographic records to be changed (see H 165 for procedures for preparing and marking printouts)
- notes, if any, addressed to the Data Integrity Section or to policy staff in the Policy and Standards Division.

Preparation of Subject Heading Proposals H 200

GENERAL REQUIREMENTS FOR SUBJECT HEADING AUTHORITY RECORDS

20. Changing a proposal record after it has been created and saved. Catalogers may make changes to any proposal record that they themselves created up until the time that the proposal has been forwarded to the Policy and Standards Division for processing. If any additions or changes need to be made after the proposal has been forwarded, telephone or email either the Data Integrity Section or the subject cataloging policy specialist in the Policy and Standards Division who is responsible for the subject area into which the proposal falls (e.g., for a proposal to establish a heading for a battle, contact the specialist who is responsible for the discipline of history).

A cataloger may never make changes to a proposal that was created by another cataloger or contributing library. Comments on proposals that were made by someone else should be directed to the subject cataloging policy specialist who is responsible for the tentative list on which the proposal appears or will appear.

Note: In order to determine the list number for which a given proposal has been scheduled, view the full MARC record for the heading in question. The weekly list number appears in the 907 \$t subfield. If a 0 appears in that subfield, the proposal has not yet been scheduled.

In order to make a change to an existing proposal, click on the icon at the right of the heading in the browse display, and in the dropdown menu select **Modify or delete this proposal**. The template form is redisplayed. Make any changes that are needed and click the **Save** button to re-save the proposal. To delete a proposal, click the **Delete** button that appears on the template.

21. Submitting the proposal. After the proposal has received any necessary review in the cataloging section, make a printout of the proposal and submit it, together with the work being cataloged, to the Data Integrity Section (see sec. 19, above). Once the proposal has been printed and submitted to the Data Integrity Section, make no further changes to the online record. If any further additions or changes are required, follow the procedure in sec. 20, above.

H 200 Preparation of Subject Heading Proposals

CHECKLIST FOR NEW SUBJECT HEADING PROPOSALS

Before submitting a new subject heading proposal to the Data Integrity Section, check to see that the following procedures have all been properly followed:

GENERAL

- Proposal is necessary, i.e., does not use a free-floating subdivision or phrase (see H 362, H 1095-H 1200)
- Proposed heading does not duplicate an existing heading, or has not already been established in another form

SUBJECT AUTHORITY PROPOSAL TEMPLATE

- The appropriate radio button has been selected for “Generated by”
- The appropriate radio button has been selected for field 008/06 (Geographic subdivision), where applicable
- Class number(s) have been provided in 053 fields, where appropriate
- Number of records to be changed is shown in 952 field (0 if none)
- Proper source information has been provided in 670 field(s) and/or relevant LC pattern or instruction sheet number cited in 952 field
- Work generating the proposal, if any, has been cited in 670 field

REFERENCES

- Required pattern references have been made
- Proposed 4XXs do not conflict with existing headings or references, and are listed in alphabetical order
- Proposed 5XXs are currently valid headings or proposed new headings. Broader terms are in one alphabetical list followed by related terms in a separate alphabetical list.
- For each 5XX that is a related term reference, there is an accompanying printout of the authority record for the existing heading revised to add a 5XX field with the new heading as related term
- Narrower term references have been made by following procedures in H 195 and submitting a printout of each authority record that has been changed to add the proposed heading as a 5XX(g)

RECORDS TO BE CHANGED

- Printouts of bibliographic records have been included with the proposal (see H 165 for detailed information about bibliographic file maintenance)

Preparation of Subject Heading Proposals H 200

APPENDIX I

ORDER OF FIELDS IN SUBJECT AUTHORITY RECORDS

The following is the proper order of fields for subject authority records:

010 [system generated]
040 [system generated]
053 [repeatable]
1XX
260
360 [repeatable]
4XX [repeatable]
5XX [repeatable]
667 [repeatable]
670 [repeatable]
675
680 [repeatable]
681 [repeatable]
781
952 [repeatable]
907 [system generated]
910 [system generated]

H 200 Preparation of Subject Heading Proposals

APPENDIX II

ORIGINAL VALUES IN FIELD 008

*Following are the default values for the 008 field in LC subject heading authority records. The 008 fields in some Subject Heading Proposal System templates are coded differently, due to the nature of the heading being proposed (i.e., in the Fictitious Character Heading template, 008/06 is set to **Not Subd Geog** because fictitious characters may not be geographically subdivided).*

Direct/indirect geographic subdivision (008/06)	: No attempt to code
Romanization scheme (008/07)	: No attempt to code
Language of catalog (008/08)	_ : No information provided
Kind of record (008/09)	a : Established heading
Descriptive cataloging rules (008/10)	n : Not applicable
Subject heading system/thesaurus (008/11)	a : Library of Congress Subject Headings
Type of series (008/12)	n : Not applicable
Numbered or unnumbered series (008/13)	n : Not applicable
Heading use-main or added entry (008/14)	b : Not appropriate
Heading use-subject added entry (008/15)	a : Appropriate
Heading use-series added entry (008/16)	b : Not appropriate
Type of subject subdivision (008/17)	n : Not applicable
Type of government agency (008/28)	: No attempt
Reference evaluation (008/29)	a : Tracings are consistent with the heading
Record update in process (008/31)	n : Proposed new heading (Subject only-record can't be used but is not in update)
Undifferentiated personal name (008/32)	n : Not applicable
Level of establishment (008/33)	a : Fully established
Modified source (008/38)	_ : Not modified
Cataloging source (008/39)	_ : National bibliographic agency

Establishing New Subdivisions Having General Application H 205

BACKGROUND: Occasionally a work being cataloged generates a proposal for a new generic heading and for a corresponding subdivision that is applicable not only under the heading being assigned to the new work, but also under other headings as well. In such cases, it is useful to propose the subdivision under all of the appropriate headings at the same time. This serves to establish the new concept and its pattern of usage firmly in the subject authority file.

1. General rule. When establishing a new subdivision that is applicable to many different topics, make a reasonable effort to locate the other appropriate topics under which the subdivision should also be established. *Example:*

When the heading **Contracting out** and the subdivision **-Contracting out** were established for a work on contracting out of municipal services, the subdivision was established not only under **Municipal services** but also under **Corrections; Police; Public welfare; Social service; and Wildfires-Prevention and control**. These usages were all justified by titles that had been previously cataloged.

2. Representative sample of topics. If the new subdivision is applicable to so many topics that it would be virtually impossible to establish it under them all, establish it at least under a representative sample of the most important topics in order to illustrate how it is to be used.

LC practice:

3. Bibliographic database maintenance. In accordance with standard procedures for new subject heading proposals given in H 200, sec. 14, submit printouts of all obtainable records whose subject assignments will require correction because of the new subdivision being established.

Authorization for Geographic Subdivision H 364

BACKGROUND: *The MARC 21 Format for Authority Data provides four codes in field 008/06, Direct/indirect geographic subdivision, to indicate whether a heading may be subdivided by place:*

- (1) Code # indicates that the heading may not be subdivided geographically. This code is represented by an underscore character (_) in the LC ILS and generates **Not Subd Geog** in LC's printed subject heading products. LC began using this code in 1987.*
- (2) Code d indicates that the heading may be subdivided geographically – direct. LC does not use this code. For information on LC's past use of the direct method of geographic subdivision in bibliographic records, see H 830.*
- (3) Code i indicates that the heading may be subdivided geographically – indirect. This same code is used in the LC ILS and generates **May Subd Geog** in LC's printed subject heading products. For instructions on dividing headings geographically, see H 830.*
- (4) Code n indicates that geographic subdivision is not applicable. This code is used when the term in the 150 field is not a valid heading, as in a reference record for a general see reference (cf. H 374). It generates no print constant in printed subject heading products.*

In addition, MARC 21 and the LC ILS allow for a fill character (/) that represents no attempt to code. Its use means that no decision has yet been made regarding geographic subdivision of the subject heading, and until it has, geographic subdivision may not be used after the heading.

The Library's past practice was to authorize subject headings for geographic subdivision only when further subdivision by place was actually needed for works being cataloged. Currently, new headings are authorized for geographic subdivision at the point when they are established if they represent topics that could exist in a specific location or could be discussed in relation to a place, whether or not geographic subdivision is needed for the item in hand. In addition, LC previously did not authorize certain categories of headings for geographic subdivision, such as Latin names of animals and plants below the taxonomic level of order, domestic breeds of animals, and individual groups of Indians. These types of headings now receive authorization to be subdivided by place when they are established. Projects have been undertaken at LC to add geographic subdivision authorization to categories of previously unsubdivided headings, but numerous headings with potential geographic orientation currently lack the authorization.

H 364 Authorization for Geographic Subdivision

BACKGROUND: *(Continued)*

This instruction sheet provides guidelines for when to add codes to indicate that a heading may be subdivided geographically or not, and when to leave the fill character in place to signify no decision. For procedures for coding for geographic subdivision when establishing new headings, see H 200, sec. 5. For procedures for providing for geographic subdivision of existing subject headings, see H 194. For procedures for providing for geographic subdivision of certain corporate body name headings, see H 475. For rules and instructions on assigning headings with geographic subdivisions, see H 830.

*Note: Field 008/06 does not appear in the Subject Heading Proposal System templates for certain types of headings because it is set by default and cannot be edited. For example, in the template for family name headings, the 008/06 is set to **Not Subd Geog** and may not be changed.*

1. Authorizing new headings for geographic subdivision. When establishing a new subject heading, authorize geographic subdivision by selecting the radio button labeled **May Subd Geog** on the proposal template in the Subject Heading Proposal System. Authorize headings to be subdivided geographically that represent topics that have a geographic orientation, or that could be discussed in relation to a place or to a population in a particular location, including ethnic groups; living, extinct, or fossil organisms; languages; types of objects and equipment; types of organizations and structures; disciplines and fields of study; processes, activities, and phenomena; chemicals and materials; diseases; economic, social, and psychological concepts; types of events; etc. Code such headings to authorize geographic subdivision whether or not geographic subdivision is needed for individual works being cataloged.

When establishing main heading-subdivision combinations formulated with a subdivision that is normally authorized for further subdivision by place, for example, **–Law and legislation**, code the extended heading for geographic subdivision. For instructions on using subdivisions further subdivided by place, see H 860.

Authorization for Geographic Subdivision H 364

2. Coding new headings to indicate that they are not subdivided geographically. Code a new subject heading to be not subdivided geographically by selecting the radio button labeled **Not Subd Geog** on the proposal template in the Subject Heading Proposal System. Use this code when *Library of Congress Subject Headings* provides an alternative way of expressing that topic in relation to a place, and in situations where a decision has been made that all headings belonging to a particular category are to be coded as **Not subdivided geographically**. Also use this code in situations in which it is judged desirable to record a definite decision that an individual heading is not to be used with geographic subdivisions, such as when the meaning of the heading calls for it, or when subdivision by place would be ambiguous.

Code all headings of the following types as **Not subdivided geographically**:

- headings for topics that have corresponding subdivisions that are used to represent that topic in conjunction with a place. For example, the heading **Commerce** is not subdivided geographically. Instead, the corresponding subdivision **–Commerce** is used under names of countries, cities, etc., to represent the commerce and trade of that place. This situation occurs most frequently for general headings that correspond to free-floating subdivisions used under names of places (cf. H 1140).
- headings for *general* literary forms or genres. Headings like **Poetry**, **Short stories**, and **Lawyers' writings** are not subdivided geographically because specific headings with national adjectival qualifiers are established to represent those forms or genres originating in a particular country, for example, **Canadian poetry**; **Short stories, Mexican**; **Lawyers' writings, Chilean**.
- headings for literary or artistic forms established with regional geographic qualifiers, for example, **Epic poetry, European**. The epic poetry of individual European countries is expressed by separate headings that are qualified by their country of origin, for example, **Epic poetry, Italian**.

H 364 Authorization for Geographic Subdivision

2. *Coding new headings to indicate that they are not subdivided geographically. (Continued)*

- individual headings in the following categories:
 - names of families, royal houses, dynasties, for example, **Windsor, House of**
 - named brands and products, for example, **IBM microcomputers**
 - names of fictitious and legendary characters, for example,
Wooster, Bertie (Fictitious character)
 - names of deities, for example, **Tlaloc (Aztec deity)**
 - individual named animals, for example, **Namu (Whale)**
- headings for which geographic subdivision is not conceptually logical. For example, the heading **World politics** is not subdivided geographically because it signifies political history and conditions worldwide. Similarly, the heading **Global environmental change** is not subdivided geographically because it stands for the global phenomenon. However, extended headings formulated by combining such headings with subdivisions that have a geographic orientation may subdivide geographically, for example, **Global environmental change–Economic aspects** (*May Subd Geog*).
- headings of the type **[topic] in art**, **[topic] in literature**, **[topic] in mass media**, **[topic] in motion pictures**, **[topic] in music**, **[topic] in opera**, and **[topic] on television**, when the headings represent the portrayal of special topics in these media. With these headings, it would not be clear whether a geographic subdivision would refer to the location of the topic or the medium.

Authorization for Geographic Subdivision H 364

3. No decision regarding geographic subdivision. For new subject headings that do not fall into the categories listed in either sec. 1 or sec. 2, select the radio button labeled **No attempt to code** on the proposal template in the Subject Heading Proposal System. Headings that are neither authorized for geographic subdivision nor coded to indicate that they are not subdivided geographically include:

- purely abstract or theoretical concepts, for example, **Boolean rings**
- extended headings formed with subdivisions that are not customarily subdivided by place, such as headings of the type [*topic*]-[*national or ethnic qualifier*] **influences** or [...] **industry-Foreign ownership** where geographic subdivisions are interposed instead, for example, **Medicine-Germany-Dutch influences** or **Computer industry-Mexico-Foreign ownership**. For instructions in interposing geographic subdivisions, see H 870.
- Geographic features, for example, **Potomac River**
- Named buildings, structures, etc., for example, **White House (Washington, D.C.)**
- Named events, disasters, etc., that include their location in a qualifier, for example, **World Trade Center Bombing, New York, N.Y., 1993**

When in doubt whether to authorize geographic subdivision for a given heading, select the **No attempt to code** radio button.

4. Changing the coding for geographic subdivision on existing headings. Submit proposals to add geographic subdivision authorization to existing subject headings as they are needed in current cataloging following the procedures in H 194.

When revising an existing heading for another reason, such as changing its reference structure or adding a classification number, add authorization for geographic subdivision if it is not yet authorized and falls within one of the categories enumerated in sec. 1. Change the coding to indicate that a heading is not geographically subdivided if it is a heading of the type listed in sec. 2.

H 364 Authorization for Geographic Subdivision

5. Authorizing corporate body name headings for geographic subdivision. Following the procedures in H 475, submit proposals to authorize geographic subdivision for corporate body name headings for religions, denominations, religious orders, and international organizations as their assignment in conjunction with a place is needed in current cataloging.

Assign corporate body name headings divided by place to denote the physical presence of the corporate body or its individual members in the place indicated by the geographic subdivision, or the activities of the body in that place.

Library of Congress Classification Numbers H 365 In Subject Authority Records

BACKGROUND: *If one or more class numbers in the LC Classification system correspond precisely with the idea represented by a subject heading, the number or numbers are put in 053 fields in the subject authority record, with qualifying terms if necessary and appropriate. This instruction sheet provides principles and guidelines on when and when not to add LC class numbers to subject authority records. For procedures on how to add class numbers to newly proposed headings, see H 200, sec. 6. For procedures on how to add or change class numbers in existing subject authority records, see H 196.*

1. When to assign and when not to assign a number to a heading. Assign a class number to a heading if:

- the caption for the number is identical or nearly identical in scope, meaning, and language to the subject heading, or
- the topic is explicitly mentioned in an "Including" note under the caption for the number, or
- the topic belongs to a category for which it is standard LC classification policy to classify works at a level that is broader than the subject headings assigned. For example, the class number QL444.C74, (Harpacticoida) may be added to the subject heading **Harpacticidae** (a family of Harpacticoida), because works on species, genera, and families are all classed by order in QL444 rather than being individually established. Similarly, the class numbers M 288-M289 (Duets for two wind instruments) may be added to the subject heading **Bassoon and flute music**, because individual numbers are not established in subclass M for every combination of specific instruments.

H 365 Library of Congress Classification Numbers In Subject Authority Records

1. *When to assign and when not to assign a number to a heading.* (Continued)

Do not assign:

- a number representing a concept broader than, and encompassing, a specific heading. For example, **HV874.8-HV875.7**, the numbers for **Adoption** should not be assigned to the heading **Open adoption**, a topic for which a specific number has not yet been established.
- a number for a general topic to a heading or heading-subdivision combination for a specific aspect of the topic, even if the specific aspect classes in the general number. For example, **LB1028.35**, the number for **Instructional systems** should not be assigned to the heading **Instructional systems–Design**, even though works on the topic may have been classed in the general number. **LB1028.35** should be assigned only to its corresponding general heading, **Instructional systems**.
- a class number with a qualifier for a specific aspect of a topic to a general heading, when the specific aspect is actually expressed by a free-floating topical subdivision under the general heading. For example, the number **RM666.R37 (Therapeutics)** should not be assigned to the heading **Recombinant molecules** because the number actually corresponds to **Recombinant molecules–Therapeutic use**.

Exceptions: For musical instrument headings, class numbers for history and/or for instruction and study may be added to the authority records for the instruments themselves. For literature headings, class numbers for collections and/or for history and criticism may be added to the authority records for the base headings. For headings that designate groups of people, class numbers for biography may be added to the authority records for the headings.

- a class number in which a particular item (or the only item) on a topic has been classed but whose caption does not directly correspond to the subject heading. For example, **RA785** with the caption **Relaxation. Rest. Stress management** should not be assigned to the heading **Worry beads**, a topic for which a specific number has not been established.
- a *General special* number to any subject heading, even if the topic is specified in an including note.
- a number that needs to be built by using Cutter numbers listed at another location in the classification schedules or tables.

General See Also References H 371

1. General rule. When establishing new headings, provide general see also references to existing headings or free-floating subdivisions, as appropriate, in 360 fields according to the procedures given in H 200, sec. 12. Follow the procedures in H 195, sec. 4 to add general see also references to existing headings.

2. General see also references vs. specific references. Provide specific broader term references in preference to a single general see also reference whenever possible. Make new general see also references only in the following circumstances:

- To refer from a generic heading to a free-floating subdivision. *Example:*

```
150 ## $a Books $v Reviews
360 ## $i subdivision $a Book reviews $i under subjects
```

*Note: Whenever a formerly non-free-floating subdivision is declared free-floating, cancel all specific broader term references that have been made to the subdivision, and provide instead a general see also reference. When, for example, the subdivision **-Alcohol use** was made free-floating under classes of persons and ethnic groups, specific BT references from **Alcoholism** to the subdivision were cancelled and a single general reference established in their place.*

- To refer from a subject heading to a category or type of name heading that is normally not included in the subject authority file. *Example:*

```
150 ## $a Church buildings
360 ## $i names of individual churches
```

- To refer from a generic heading to a group of headings that begin with the same word. *Example:*

```
150 ## $a Science
360 ## $i headings beginning with the word $a Scientific
```

3. General see also references and free-floating subdivisions. Although *new* general see also references are made only when a subdivision is free-floating, many general see also references to subdivisions that are not free-floating were made in the past and remain in the subject authority file. Therefore, the presence of a general see also reference to a subdivision does not automatically authorize the assignment of that subdivision on a free-floating basis. Treat subdivisions as free-floating only in accordance with the provisions of H 1095 or other free-floating subdivision lists in H 1100-H 1200.

H 371 General See Also References

4. Formulating general see also references. For the sake of consistency in the subject authority file, use, whenever possible, the following formulations in constructing general see also references:

- References to subject headings:

360 ## \$i headings beginning with the word \$a [...]

- References to name headings:

360 ## \$i names of individual [...]

- References to subdivisions used under subject headings (general):

360 ## \$i subdivision \$a [...] \$i under subjects

- References to subdivisions used under pattern headings (cf. H 1146):

(H 1147)

360 ## \$i subdivision \$a [...] \$i under individual animals and groups of animals, e.g. \$a Cattle-[...] <or \$a Fishes-[...]>

(H 1148)

360 ## \$i subdivision \$a [...] \$i under individual art forms and headings for national or ethnic art, e.g. \$a Art, Italian-[...]

(H 1149)

360 ## \$i subdivision \$a [...] \$i under individual chemicals and groups of chemicals, e.g. \$a Copper-[...] <or \$a Insulin-[...]>

(H 1149.5)

360 ## \$i subdivision \$a [...] \$i under names of countries, cities, etc., e.g. \$a Great Britain-Colonies-[...]

(H 1150)

360 ## \$i subdivision \$a [...] \$i under individual diseases and types of diseases, e.g. \$a Cancer-[...] <or \$a Tuberculosis-[...]>

(H 1151)

360 ## \$i subdivision \$a [...] \$i under individual educational institutions, e.g. \$a Harvard University-[...]

1. Providing references from equivalent terms and phrases. After deciding which term or phrase is to represent a concept when formulating a new heading, add all other equivalent terms and phrases found while conducting authority research as UFs to the new heading. *Example:*

Bait fishing
UF Bobber fishing
UF British float fishing
UF Fishing with natural bait
UF Float fishing, British
UF Ledgering (Fishing)
UF Livebait fishing
UF Still fishing

2. Providing references beginning with significant words. In addition to the above UFs, rearrange the words of the new heading and its alternative forms so that additional UFs are provided under each significant word in the file position, as long as the resulting combination of words represents an expression under which a catalog user might logically be expected to search.

The standard means of accomplishing this is by inverted references, although phrase equivalents of the inverted forms are also used. *Examples:*

Truck driving	Business intelligence
UF Driving, Truck	UF Business espionage
	UF Corporate intelligence
Songs, Irish	UF Espionage, Business
UF Irish songs	UF Espionage, Industrial
	UF Industrial espionage
Light sources	UF Intelligence, Business
UF Sources of light	UF Intelligence, Corporate

Exception: Do not make an inverted UF in instances where a BT is made that begins with the same word or words as the UF or where the heading is in a hierarchy leading up to the same word(s) except as noted in sec. 9. *Examples:*

Talking birds	[The UF Birds, Talking is not made because
BT Birds	the BT Birds begins with the same word.]
Freshwater plants	[The UF Plants, Freshwater is not made
BT Aquatic plants	because Aquatic plants has the BT Plants .]

H 373 "Used for" References

3. *Providing references from alternative spellings, word endings, etc.* If alternative spellings are possible, including singular and plural forms, alternative word endings, etc., make additional UFs covering these possibilities. *Examples:*

Door knobs
UF Doorknobs

Historic farms
UF Historical farms

Cluster housing
UF Clustered housing

Serial publications
UF Serials (Publications)

Glamour photography
UF Glamor photography

Buses–Vandalism
UF Bus vandalism

Do not make a UF reference from a form in which the only difference is the presence of a hyphen, diacritic, or capital letter because these forms "normalize" to the same string of characters as the heading itself.

In headings based on another heading, do not make UF references that repeat alternative spellings or variants that are already covered by a UF reference in the basic heading. For example, do not make the UF **Communication in paediatrics** on the heading **Communication in pediatrics** because the basic heading **Pediatrics** has the UF **Paediatrics**.

4. *"Used for" references from changed or cancelled headings.* If a heading is changed to a new form, or if a phrase heading is cancelled and converted to a heading of the type *[topic]–[commonly used free-floating subdivision]*, or *[topic]–[free-floating subdivision controlled by a pattern heading]*, make a UF from the old form or from the cancelled heading to the new heading (cf. H 193, sec. 5).

5. *Upward "used for" references.* Occasionally it is appropriate to make UF references from other than strictly synonymous terms or phrases in order to inform the catalog user that a particular concept is entered under another, usually broader, heading. A UF reference from a specific term to a broader heading is referred to as an "upward" reference. *Example:*

Bait fishing
UF Worm fishing

Make references of this type only when it is clearly impractical to establish specific headings for the separate concepts.

General See References H 374

BACKGROUND: A general see reference is a “use” reference made not to specific individual headings but to a category of subject headings or subdivisions, frequently listing one or more individual headings or subdivisions as examples. Records for general see references are reference records rather than heading records and may be identified by code **b** or **c** in MARC 21 field 008/09 (the box labeled **Kind of Record** on the 008 input screen in the LC ILS).

1. General rule. Make general see references when relationships exist between terms and established headings or subdivisions that cannot be adequately conveyed by one or more simple UF references in records for established subject headings. Follow the procedures stated in H 200 sec. 13, giving the term or terms referred from in a 150 field, the explanatory text in an \$i subfield of a 260 field, and the heading terms, or subdivisions referred to in an \$a subfield of the 260 field.

2. General see references vs. specific references. Provide general see references from non-used variant forms of national and ethnic adjectival qualifiers in preference to making explicit UF references in each heading established using that qualifier. Place three dots following the variant word referred from and use the following standard wording as the text in the \$i subfield of the 260 field: “subject headings beginning with or qualified by the word” followed by the preferred form in an \$a subfield. Provide sources for the variant form in 670 fields according to the procedures given in H 200 sec. 9. *Example:*

```
150 ## $a Ecuadoran ...
260 ## $i subject headings beginning with or qualified by the
        word $a Ecuadorian, $i e.g. $a Ecuadorian literature;
        Art, Ecuadorian
670 ## $a Random House $b (Ecuadoran, Ecuadorean, Ecuadorian,
        adj.)
```

Also provide general see references from variant spellings of common words used in several headings in preference to making explicit UF references in individual headings beginning with that word. *Example:*

```
150 ## $a Catalogue ...
260 ## $i topical headings beginning with or including the words
        $a Catalog $i or $a Catalogs $i e.g. $a Catalog cards;
        Library catalog management; Exhibition catalogs
670 ## $a Web. 3 $b (catalog or catalogue)
```

H 374 General See References

3. General see references and free-floating subdivisions. Provide a general see reference from the general concept to the corresponding free-floating subdivision when no generic heading exists for the concept in the subject authority file. When a generic heading for the concept exists, make a general see also reference from it to the free-floating subdivision according to the guidelines in H 371. *Example:*

```
150 ## $a Amateurs' manuals
260 ## $i subdivision $a Amateurs' manuals $i under technical
      topics for works of instruction for nonprofessionals on
      how to acquire a skill or perform an operation, e.g.
      $a Radio--Amateurs' manuals
```

Although *new* general see references are made for a subdivision only when that subdivision is free-floating, many general see references to subdivisions that are not free-floating were made in the past and remain in the subject authority file. Therefore, the presence of a general see reference does not automatically authorize assignment of that subdivision on a free-floating basis. Treat subdivisions as free-floating only in accordance with the provisions of H 1095 or other free-floating subdivision lists in H 1100 - H 1200.

4. Geographic subdivision. Code **n** in MARC 21 field 008/06 indicates that geographic subdivision is not applicable for a reference record. The template for general see references in the Subject Heading Proposal System is set to code **n** by default and cannot be edited by users.

1. Types of scope notes used in the subject authority file.

- **Two or more closely related or overlapping headings.** (Continued)

When one heading is defined or described with reference to one or more other headings, reciprocal notes are provided under all other headings to which the original note refers. The wording of the reciprocal note should be a "mirror image" of that of the original note, and the two notes should be composed using the following format:

Here are entered works on [*description of heading A*]. Works on [*description of heading B*] are entered under [*heading B*].

The second sentence of these notes should not be in the form "For works on [*description of heading B*], see [*heading B*]."

- **Special instructions, explanation, referrals, etc.** This type of note, rather than defining the scope of the heading, provides information such as instructions to catalogers for making additional subject entries, notices to catalog users, or generalized references. *Examples:*

Economic forecasting

When this heading is subdivided by place, a second subject heading is assigned for the name of the place with subdivisions such as Economic conditions, Economic policy, etc., e.g. 1. Economic forecasting–United States. 2. United States–Economic policy–2001-2009.

School prose

For works limited to one school, the heading is qualified by nationality and subdivided by place, and an additional subject entry is made under the name of the school.

H 400 Scope Notes

2. *Proposing a scope note for a new heading being established.* Key the text of the scope note in a **680** field in the subject heading proposal template (see H 200, sec. 10).

3. *Adding a scope note to an existing heading or changing an existing scope note.*

a. *Retrieving the heading in the Subject Heading Proposal System.* In order to add or change a scope note in a subject authority record, retrieve the heading in the Subject Heading Proposal System. Click on the icon to the right of the heading in the browse display, and in the dropdown menu click **Propose a change to this record**.

b. *Adding or editing the 680 field.* Add a new 680 field following the procedures for content designation provided in H 200, sec. 10, or edit the existing 680 field as necessary.

c. *Saving and viewing the record.* Save the revised record to the Subject Heading Proposal System by clicking **Save**. The proposed update is now searchable within the system. Click the **Refresh** button on the browse display. The text of the heading is displayed in brown, indicating that it is a proposed update and not yet approved.

d. *Submitting the proposal.* Make a printout of the revised record. In order to facilitate processing of the proposal for the tentative list, circle the tags of all fields that have been changed or added, using red ink if possible. It is not necessary to explicitly indicate fields that have been deleted. Submit the proposal to the Data Integrity Section. Once the proposal has been printed out and submitted to the Data Integrity Section, make no further changes to the online record. If any further additions or changes are required, notify the Data Integrity Section by telephone, email, or inter-office mail.

Establishing Certain Entities in the H 405 Name or Subject Authority File

BACKGROUND: (Continued)

Lists of the categories of headings falling into both these groups are on pp. 5-13. This instruction sheet describes the procedures to be followed when it is necessary for a subject cataloger to establish a heading in one of these categories, or to request a descriptive cataloger to establish a heading for subject usage.

1. General rule. Whenever a new heading is needed for a named entity, consult the two lists on pp. 5-13 to determine whether the heading is categorized as a Group 1 or Group 2 heading. Follow the procedures appropriate to the group. If neither the precise category, nor a broader category that encompasses the precise category, nor a very closely analogous category is found in either of the two groups, bring the matter to the attention of the Policy and Standards Division (PSD) for an interpretation and possible addition of the category to one of the lists.

2. Group one headings. First search to determine whether the required heading has already been established as an AACR2 name heading. If so, use the heading as established. If not, establish it as a name heading or request a descriptive cataloger to do so.

If a heading in this category has been established as a *subject* heading, submit a proposal to delete the subject authority record according to the procedures in H 193 after it has been established it as a name heading.

3. Group two headings.

a. Heading required for subject cataloging purposes. First search to determine whether the entity has already been established as a name heading according to former guidelines. After making this determination, proceed as follows:

(1) Name authority record not found. Submit a proposal to establish the entity as a subject heading, following the standard procedures described in H 200, as well as any special procedures described in individual instruction sheets appropriate to particular categories of named entities, for example, H 1334 for buildings and structures, H 1925 for parks, etc.

Proposals of this type appear in the main alphabetical section of the tentative list and are treated as subject headings.

H 405 Establishing Certain Entities in the Name or Subject Authority File

3. Group two headings.

a. Heading required for subject cataloging purposes. (Continued)

(2) *AACR2 name authority record found.* If the record does *not* have a 667 field with the notation **Subj Cat Manual/AACR2**, consult the Policy and Standards Division to determine whether it should be canceled as a name heading and re-established as a subject heading.

(3) *Pre-AACR2 name authority record found.* Submit a proposal to establish it as a subject heading, as described in sec. 1.a., above. Notify the Policy and Standards Division of the invalid name heading so that the name authority record can be deleted.

b. Heading needed for use as descriptive access point. Follow the guidelines in the *Descriptive Cataloging Manual*, Z1, Appendix 1: Ambiguous Entities, sec. 1.2.(e) and sec. 3.1.

Establishing Certain Entities in the H 405 Name or Subject Authority File

GROUP ONE - NAME AUTHORITY GROUP HEADINGS: Named entities always established according to descriptive cataloging conventions with authority records that always reside in the name authority file.

<i>Category</i>	<i>MARC tag</i>
Abbeys	110
Academies	110
Airplanes, Named	110
Airports	110
Almshouses	110
Aquariums, Public	110
Arboretums	110
Armories	110
Arsenals	110
Art works, Individual	100, 110, 130
Artificial satellites	110
Asylums (Charitable institutions)	110
Athletic contests	111
Banks	110
Bars	110
Biblical characters	100
Biological stations	110
Boards of trade (Chambers of commerce)	110
Botanical gardens	110
Broadcasting stations	110
Business parks	110
Cathedrals	110
Cemeteries ¹	110
Chambers of commerce	110
Chapels	110
Churches (in use or ruins)	110
Circuses	110
City sections ²	151
Collective settlements	151
Colleges	110
Comarcas	151
Comic strips	130 ³
Communes	151

H 405 Establishing Certain Entities in the Name or Subject Authority File

GROUP ONE - NAME AUTHORITY GROUP HEADINGS

<i>Category</i>	<i>MARC tag</i>
Competitions	111
Computer programs and software	130 ³
Concentration camps	110
Concert halls	110
Conservation districts	151
Contests	111
Convents	110
Correctional institutions	110
Country clubs	110
Crematories	110
Dance halls	110
Denominations, Religious (Individual)	110
Dispensaries	110
Ecclesiastical entities that are also names of places, for example, Catholic Church. Diocese of Basel (Switzerland); Constantinople (Ecumenical patriarchate)	110
Ecological stations	110
Educational institutions	110
Electronic discussion groups	130
Events ⁴	111
Exhibitions	111
Expeditions, Military ⁵	111
Expeditions, Scientific	111
Experiment stations	110
Expositions	111
Factories	110
Fairs	111
Festivals and celebrations	111
Fish hatcheries	110
Folk festivals and celebrations	111
Forest districts	151
Forests (Administrative agencies) ⁶	110
Funds	110

Establishing Certain Entities in the H 405 Name or Subject Authority File

GROUP ONE - NAME AUTHORITY GROUP HEADINGS

<i>Category</i>	<i>MARC tag</i>
Funeral homes, mortuaries	110
Galleries	110
Games (Events)	111
Gangs	110
Halfway houses	110
Helplines, hotlines	110
Herbariums	110
Hospitals	110
Hotels	110
Housing projects	110
Individual works of art	100, 110, 130
Jurisdictions, Ancient (other than cities)	151
Laboratories	110
Libraries	110
Library districts	110
Markets	110
Military installations	151
(active; also all after 1899)	
Mining districts	151
Monasteries	110
Morgues	110
Mosques	110
Motels	110
Motion pictures	130
Museums	110
Night clubs	110
Nursing homes	110
Observatories	110
Old age homes	110
Opera companies	110
Orphanages	110
Parades	111
Park districts	151
Parks (Administrative agencies) ⁷	110

H 405 Establishing Certain Entities in the Name or Subject Authority File

GROUP ONE - NAME AUTHORITY GROUP HEADINGS

<i>Category</i>	<i>MARC tag</i>
Planetariums	110
Planned communities	151
Plans (Programs)	110
Poorhouses	110
Port authorities	110
Prisons	110
Projects, plans, etc.	110
Public celebrations, pageants, anniversaries	111
Publishers' imprints	110
Pueblos	151
Races (Contests)	111
Radio programs	130
Railroads	110
Recreation districts	151
Refugee camps	110
Religious denominations	110
Research stations	110
Reserves (Administrative agencies) ⁶	110
Restaurants	110
Sanatoriums	110
Sanitation districts	151
Satellites, Artificial	110
School districts	110
Schools	110
Service stations	110
Ships	110
Shipyards	110
Shopping centers	110
Shows (Exhibitions)	111
Software, Computer	130 ⁸
Sound recording labels	110
Space vehicles	110
Sporting events	111
Stock exchanges	110

Establishing Certain Entities in the H 405 Name or Subject Authority File

GROUP ONE - NAME AUTHORITY GROUP HEADINGS

<i>Category</i>	<i>MARC tag</i>
Stores, Retail	110
Studies (Research projects)	110
Synagogues	110
Television programs	130
Temples (in use; excludes temples in ruins)	110
Theater companies	110
Tournaments	111
Tribes (as legal entities only; U.S. only)	151
Truck stops	110
Undertakers	110
Universities	110
Utility districts	151
Water districts	151
Web sites	130
Works of art, Individual	100, 110, 130
Zoological gardens	110

H 405 Establishing Certain Entities in the Name or Subject Authority File

GROUP TWO - SUBJECT AUTHORITY GROUP HEADINGS: Named entities always established according to subject cataloging conventions with authority records that reside in either the name authority file or the subject authority file.

<i>Category</i>	<i>MARC tag</i>
Amusement parks	151
Apartment houses	110
Aqueducts	151
Arches	150
Arenas	110
Artists' groups ⁹	150
Asian conglomerate corporations	110
Astronomical features (asteroids, comets, galaxies, planets, etc.)	151
Auditoriums	110
Awards	150
Bathhouses	110
Baths, Ancient	110
Bridges	151
Building details	150 ¹⁰
Buildings, Private	110
Buildings occupied by corporate bodies ¹¹	110
Bus terminals	110
Camps	151
Canals	151
Capitols	110
Castles	110
Celestial bodies	151
Cemetery sites, Archaeological ¹²	151
Cities, Extinct (Pre-1500)	151
City halls	110
Civic centers	110
Clans	100
Club houses	110
Coliseums	110
Collections, Public or Private	110

Establishing Certain Entities in the H 405 Name or Subject Authority File

GROUP TWO - SUBJECT AUTHORITY GROUP HEADINGS

<i>Category</i>	<i>MARC tag</i>
Collective farms	151
Community centers	110
Computer languages	150
Computer networks	150
Computer systems	150
Convention centers	110
Courthouses	110
Customhouses	110
Details, Building	150
Docks	151
Doors	150
Dwellings	110
Estates	151
Events ¹³	150
Exhibition buildings	110
Expeditions, Military ¹⁴	150
Fairgrounds	151
Families	100
Farms	151
Feasts	150
Ferry buildings	110
Fire stations	110
Forests (Geographic entities) ¹⁵	151
Fortresses (Structures)	151
Fountains	150
Gardens	151
Gates	150
Golf courses	151
Grain elevators	110
Gymnasiums	110
Hazardous waste sites	151
Highways	151
Historic sites (including historic districts not in cities)	151

H 405 Establishing Certain Entities in the Name or Subject Authority File

GROUP TWO - SUBJECT AUTHORITY GROUP HEADINGS

<i>Category</i>	<i>MARC tag</i>
Immigration stations	110
Islands, Nonjurisdictional	151
Land grants	151
Lighthouses	110
Locks (Hydraulic engineering)	151
Locomotives	150
Manors	110
Mansions	110
Market buildings	110
Military installations	151
(inactive pre-1900 installations)	
Mine buildings	110
Mines	151
Mints	110
Monuments (Structures, statues, etc.)	150
Music halls	110
Office buildings	110
Opera houses	110
Palaces	110
Parks (Geographic entities) ¹⁶	151
Pavilions	110
Pipelines	151
Playgrounds	151
Plazas (Open spaces, squares, etc.)	151
Police stations	110
Pools, Public	110
Ports (Physical facilities)	151
Post offices	110
Posthouses	110
Power plants	110
Presidential mansions	110
Public comfort stations	110
Racetracks	110

Establishing Certain Entities in the H 405 Name or Subject Authority File

GROUP TWO - SUBJECT AUTHORITY GROUP HEADINGS

<i>Category</i>	<i>MARC tag</i>
Railway stations	110
Ranches	151
Recreation areas	151
Remote-controlled vehicles	150
Reservations, Indian	151
Reserves (Parks, forests, etc.)	151
Resorts	110
Roads	151
Rooms	150
Sanitary landfills	151
Satellites (i.e., moons)	151
Schools of artists	150
Shrines (<i>not</i> churches)	150
Spas	110
Sports arenas	110
Sports facilities	110
Stadiums	110
Stagecoach stations	110
Streets	151
Structures (Non-geographic, for example, towers)	150
Temples (In ruins)	110
Terminal buildings	110
Theater buildings	110
Theme parks	151
Tombs	150
Towers	150
Trails	151
Tribes (Ethnic groups)	150
Tunnels	151
Villas	110
Walls	150
Waterways	151
Wells	151

H 405 Establishing Certain Entities in the Name or Subject Authority File

NOTES

¹Headings in this category are for named cemeteries as corporate bodies. Headings for cemeteries that are archaeological sites include the term **Site** in the heading and are Group 2, established as subject headings, tagged 151, and qualified according to subject cataloging conventions.

²This category includes historic districts and special economic zones in cities.

³Although headings in this category are generally established under title and tagged 130, those that are established under personal or corporate names are tagged 100 or 110.

⁴Events that are formally convened, directed toward a common goal, capable of being reconvened, and that have a formal name. See H 1592 for a list of types of events to be established in the name authority file.

⁵Headings in this category are military expeditions that are not campaigns, battles, sieges, etc. Military expeditions that are campaigns, battles, sieges, etc., are Group 2 and established as subject headings tagged 150.

⁶Headings in this category are always qualified by the term (**Agency**). Headings for forests as geographic entities are in Group 2, established as subject headings, tagged 151, and qualified according to subject cataloging conventions.

⁷Headings in this category are always qualified by the term (**Agency**). Headings for parks as geographic entities are in Group 2, established as subject headings, tagged 151, and qualified according to subject cataloging conventions.

⁸Although headings in this category are generally established under title and tagged 130, those that are established under personal or corporate names are tagged 100 or 110.

⁹Headings in this category include artists' groups that are often informally organized, may not be self-named, and do not play a role in collectively promoting and marketing their work. Headings for artists' groups that are self-identified by a particular name and function as a business firm in creating, publishing, promoting, and marketing their works are established as corporate entities according to descriptive cataloging conventions.

¹⁰Although headings in this category are generally tagged 150, headings that belong to a different category on this list may be tagged 110 (e.g., Auditoriums).

¹¹This category consists of buildings known by different names from the corporate bodies that occupy them. For buildings that are known by the same name as the bodies that occupy them, see H 1334, *Background* statement.

¹²Headings in this category include the term **Site** in the heading and are qualified according to subject cataloging conventions. Headings for named cemeteries as corporate bodies are in Group 1, established as name headings, tagged 110.

¹³Events that generally cannot be repeated and have no formal name but are commonly referred to by generic terms only. See H 1592 for a list of types of events to be established in the subject authority file.

Establishing Certain Entities in the H 405 Name or Subject Authority File

¹⁴Headings in this category are military expeditions that are campaigns, battles, sieges, etc. Military expeditions that are not campaigns, battles, sieges, etc., are Group 1, established according to descriptive cataloging conventions, and tagged 111.

¹⁵Headings in this category are qualified according to subject cataloging conventions. Headings for forests as corporate bodies are in Group 1, established as name headings, tagged 110, and qualified by the term **(Agency)**.

¹⁶Headings in this category are qualified according to subject cataloging conventions. Headings for parks as corporate bodies are in Group 1, established as name headings, tagged 110, and qualified by the term **(Agency)**.

Formulating Geographic Headings H 690

BACKGROUND: *Headings for geographic names fall into two categories: (1) names of political jurisdictions, and (2) non-jurisdictional geographic names. Headings in the first category are established according to descriptive cataloging conventions with authority records that reside in the name authority file. Since these jurisdictional name headings are routinely assigned as subject headings, frequently in combination with non-free-floating subdivisions, many of them were also represented by authority records in the subject authority file. To alleviate the confusion caused by duplicate authority records, the Library of Congress ceased creating new subject authority records for name headings in January 1995 and began a project to delete existing duplicate authority records for name headings from the subject authority file. Headings in the second category are established according to guidelines in this instruction sheet with authority records that reside in the subject authority file. Headings for entities having geographic extent, including certain types of engineering constructions, are treated as geographic headings. The following is a representative list of such entities:*

*Archaeological sites, historic sites, etc.
Areas and regions (when not free-floating)
Canals
Dams
Extinct cities (pre-1500)
Farms, ranches, gardens
Forests, grasslands, etc.
Geographic features (for example, caves, deserts, non-jurisdictional islands, lakes
 mountains, ocean currents, plains, rivers, seas, steppes, underseafeatures)
Geologic basins, geologic formations, etc.
Mines
Parks, reserves, refuges, recreation areas, etc.
Reservoirs
Roads, streets, trails
Valleys*

This instruction sheet provides guidelines for formulating the substantive portion of non-jurisdictional geographic names established as subject headings. For procedures for qualifying geographic names, see H 810.

H 690 Formulating Geographic Headings

1. Obtaining the BGN approved form of name. For names of the United States, the Geographic Names Information System (GNIS), U.S. Geological Survey (U.S. Board on Geographic Names (BGN) domestic names system) is available on the World Wide Web. GNIS may be accessed and queried at <<http://geonames.usgs.gov/domestic/index.html>>. If the World Wide Web is not available, printouts of BGN's Geographic Names Information System Alphabetical Finding List for individual states of the United States may be consulted instead.

For foreign geographic names, the GEOnet Names Server (GNS) of the National Geospatial-Intelligence Agency (the BGN foreign names system) is also available on the World Wide Web. It may be accessed and queried at <<http://earth-info.nga.mil/gns/html/index.html>>. If the World Wide Web is not available, gazetteers published by BGN may be consulted instead.

2. Additional authority research. Although the BGN decision, when it is obtained, is generally preferred over any other name forms, additional authority work is usually required for the following reasons:

- The BGN decision may not in itself be sufficient to determine if name conflicts exist and further qualification of the heading is necessary.
- In cases of conflict, research can confirm that the BGN decision does in fact refer to the same place discussed in the work being cataloged.
- For geographic names in non-English-speaking countries, reference sources may aid in the translation of generic terms, or may justify the choice of the conventional English form when BGN has supplied the name only in the vernacular form.
- Variant forms of the geographic name found in reference sources are useful as UF references in addition to the variants provided by BGN.

The BGN decision, when it is obtained, must be evaluated in conjunction with information found in the standard authorities available to subject catalogers. Consult additional authorities such as *Merriam-Webster's Geographical Dictionary*, *Columbia Gazetteer of the World*, *National Gazetteer of the United States of America*, national gazetteers issued by the country where the feature is located, standard encyclopedias, atlases, titles in the database, etc.

Formulating Geographic Headings H 690

2. *Additional authority research.* (Continued)

Cite the works consulted in 670 fields in the authority record, following the conventions for citation of sources described in H 203.

Record in a \$b subfield of each 670 field any data that conflicts with, or supplements, the BGN decision.

Record any data showing that the name under consideration conflicts with other names. This serves to justify the form of the qualifier constructed in accordance with H 810.

3. *Selecting the form of the heading.*

a. The BGN decision. If the BGN decision has been obtained, generally favor it over any other name forms obtained from other sources. Adjust it or choose another name form when necessary to conform with the other guidelines provided below.

If BGN provides more than one form, select the English form of the name, if one is provided. Select the conventional form if one is identified as such. Use the information found in other authorities as guidance in making a final decision.

If no BGN decision is obtained, select the form of name found to be in predominant usage in the reference sources that were consulted.

Note: When a new country is formed or a country changes its name, LC must take into account information from several sources before an accepted name can be established for the name authority file or for LCSH. LC coordinates with the Board of Geographic Names, which gets its information from the State Department. The latter takes into account which countries the United States has recognized and also information from the United Nations. In addition, it is necessary to establish MARC country and geographic area codes compatible with LCSH and ISO 3166, the international standard for country codes. SACO and NACO participants should refrain from sending proposals or creating authority records for the new country name until LC has created the name authority record and determined the appropriate LCSH treatment.

H 690 Formulating Geographic Headings

3. Selecting the form of the heading. (Continued)

b. English vs. vernacular form. Select the English form of the name whenever possible, especially for geographic features. *Examples:*

<u>Vernacular</u>	<u>English</u>	
Passo del San Gottardo	Saint Gotthard Pass	<i>Note: For purposes of these illustrations the geographic qualifiers are omitted.</i>
Fujiyama	Mount Fuji	
Øresund	TheSound	
Peipsi järv	Lake Peipus	

If no English form is found, construct an English heading by translating the generic term into English. If, in the case of certain inflected languages, the resulting construction is grammatically awkward, use the noun form of the proper name in the nominative case, rather than either the adjectival form or the noun form in the genitive case. In such situations, provide UF references from the pure vernacular forms, as specified in sec. 10, below. *Examples:*

```
151 #0 $a Strážov Mountains (Slovakia)
451 #0 $w nnnn $a Strážovská hornatina (Slovakia)
451 #0 $w nnnn $a Strážovské vrchy (Slovakia)

[not 151 #0 $a Strážovská Mountains (Slovakia)]
[not 151 #0 $a Strážovské Mountains (Slovakia)]

151 #0 $a Gauja River (Latvia and Estonia)
451 #0 $w nnnn $a Gaujas upe (Latvia and Estonia)

[not 151 #0 $a Gaujas River (Latvia and Estonia)]
```

Use the vernacular form under the following circumstances:

- if the generic term is an integral part of the name and cannot be separated from the distinctive portion, for example, **Kilpisjärvi (Finland and Sweden)**.
- when establishing parks, reserves, gardens, trails, streets, and roads in the vernacular. See H 1925 for specific instructions for parks, reserves, gardens, and trails; see H 2098 for streets and roads.

Linear Jurisdictional Name Changes H 708 in Name Authority Records

BACKGROUND: *It is subject cataloging policy to assign as a subject heading or as a geographic subdivision, only the latest name of a political jurisdiction that has had one or more earlier names, as long as the territorial identity remains essentially unchanged. For example, although both **Ceylon** and **Sri Lanka** are valid as name headings, only **Sri Lanka** is used in subject cataloging. When a particular heading for a jurisdiction is not valid for use as a subject heading because a later name is used, a statement to that effect should appear in a 667 field in the name authority record for the earlier heading. The 667 field is labeled **SUBJECT USAGE**. Example:*

```
151 #0 $a Ceylon
667 ## $a SUBJECT USAGE: This heading is not valid for use as a
      subject. Works about this place are entered under Sri
      Lanka.
```

LC practice:

1. Searching the name authority file. When in doubt as to whether a given geographic name heading is valid for use as a subject heading, first search the LC Database to determine whether a decision has already been made and recorded in a 667 **SUBJECT USAGE** field. If this field is found in the authority record for the heading in question, follow the instructions as presented in the record.

2. Submitting proposals for subject usage decisions. If it is determined that no usage decision has yet been recorded in the authority record for the heading in question and that it is appropriate to record such a decision, submit a proposal to add the **SUBJECT USAGE** field, as follows:

a. Preparing a printout. Make a printout of the name authority record. In any blank area on the printout, write **Proposal for NAR**, using red ink if possible. Type or write the following instruction:

add: 667 **SUBJECT USAGE:** This heading is not valid for use as a subject.
Works about this place are entered under [...].

Note: If the heading that is valid for subject usage is a subject heading, not a name heading, use the following wording for the second sentence of the note: “Works about this place are entered under the subject heading [...].”

Enclose this instruction in red parentheses.

H 708 Linear Jurisdictional Name Changes in Name Authority Records

2. *Submitting proposals for subject usage decisions.* (Continued)

b. Bibliographic records to be changed. Write on the printout the number of bibliographic records that will need to be changed if the proposal is approved (if none are submitted, write **0 changes**).

c. Submitting the proposal. Write your cataloger's code and the date on the printout. Submit the proposal, together with the work being cataloged and printouts of any bibliographic records to be changed, to the Data Integrity Section. After the proposal has been reviewed and approved, the 667 field will be input into the name authority record.

Note: These proposals appear on the tentative and approved list in a separate section following the regular listing of new subject heading proposals.

BACKGROUND: Before August 1996, headings for city sections were established in either the name authority file or the subject authority file depending upon whether or not they were needed for use as descriptive access points. Since July 1996, headings for city sections, including districts, designated historic districts, special economic zones, quarters, and neighborhoods, are established as geographic headings in the name authority file according to the provisions of AACR2 Chapter 23 and LCRI 23.4F2. Headings for city sections that currently exist in the subject authority file should be transferred to the name authority file as they are needed for use as subject headings in current cataloging. For a discussion of the change in policy on establishing headings for city sections and other ambiguous entities, see the background statement in H 405. This instruction sheet provides instructions on transferring headings for city sections from the subject authority file to the name authority file and guidelines for assigning names of city sections as subject headings.

For instructions on the sections, boroughs, and counties of New York City, see H 990 sec. 4.

1. General rule. Search both the name authority file and subject authority file to determine whether a heading for an individual city section, district, quarter, or neighborhood is already established. If a heading for the city section exists in the name authority file in AACR2 form, assign it as a subject heading. If a heading exists in the subject authority file, transfer the heading to the name authority file according to the procedures in LCRI 23.4F2, or request a descriptive cataloger to do so. Submit a proposal to delete the subject authority record following the provisions of H 193, sec. 14 and H 193.5. If a heading does not exist in either file, establish the city section in the name authority file or request a descriptive cataloger to do so.

2. Features in cities. Establish headings for features in cities, including plazas, circles, squares, monuments, parks, gardens, and streets in the subject authority file according to the provisions in H 1334 for buildings and other structures, H 1925 for parks and gardens, and H 2098 for streets and roads.

If a city section is named after a city feature, establish a single heading in the subject authority file to be used for both the feature and the city section. In addition to any 451 fields added for variant names, add a 410 field from the name of the city with the feature as a subheading.
Example:

```
151 ## $a Dupont Circle (Washington, D.C.)
410 1# $a Washington (D.C.). $b Dupont Circle
550 ## $w g $a Traffic circles $z Washington (D.C.)
```

H 720 City Sections

3. City sections and special topics. To works that discuss a special topic in conjunction with a city section, do not use the name of the city section as a geographic subdivision under a topical heading that is authorized for geographic subdivision. Instead, assign headings to bring out the topic in connection with the name of the city itself and an additional heading for the city section. *Example:*

Title: Boston's first neighborhood : the North End.
650 #0 \$a Minorities \$z Massachusetts \$z Boston.
651 #0 \$a North End (Boston, Mass.)

For topics expressed as subdivisions under names of places, including cities and city sections (cf. H 1140), assign headings for both the name of the city and the city section divided by the same subdivision. *Example:*

Title: Chinatown, San Jose, USA.
651 #0 \$a Chinatown (San Jose, Calif.) \$x Social life and customs.
651 #0 \$a Chinatown (San Jose, Calif.) \$x Social conditions.
651 #0 \$a San Jose (Calif.) \$x Social life and customs.
651 #0 \$a San Jose (Calif.) \$x Social conditions.

BACKGROUND: *The treatment of islands in subject cataloging presents several unique and complex problems, especially with regard to geographic qualification and geographic subdivision practice. A large number of the world's islands are jurisdictional names, and as such are established as corporate headings and assigned in the same form as subject headings. Many islands, however, are by their nature merely geographic features and, as such, must be established as subject headings. This instruction sheet presents the general principles to be followed in establishing as subject headings non-jurisdictional islands and island groups and in assigning names of islands and island groups in geographic subdivision practice.*

1. Establishing headings for individual islands or island groups.

Note: Ascertain that the island or island group in question does not have the status of a political jurisdiction before proceeding to establish it as a subject heading. If the island or island group is a jurisdiction, it should be established in the name authority file.

a. Choice of name. Follow the standard procedures for establishing geographic names described in H 690 with respect to creating the authority record, requesting BGN verification, doing authority research, selecting the substantive form of the name, etc.

b. Geographic qualification. Qualify those individual islands or island groups that lie near a land mass and are under its jurisdiction, as well as those individual islands that are part of a jurisdictional island cluster. Use the name of the jurisdiction as the geographic qualifier, following the normal rules for qualification at the country level or at the level of the first order political division for the six exceptional countries listed in H 810, sec. 1.a.(1). *Examples:*

```
151 ## $a Long Island (N.Y.)
151 ## $a Elizabeth Islands (Mass.)
151 ## $a Florida Keys (Fla.)
151 ## $a Admiralty Islands (Papua New Guinea)
151 ## $a Tortuga Island (Haiti)
151 ## $a Mindanao Island (Philippines)
151 ## $a Pohnpei Island (Micronesia)
151 ## $a Yoron Island (Japan)
151 ## $a Komodo Island (Indonesia)
```

H 807 Islands

1. Establishing headings for individual islands or island groups.

b. Geographic qualification. (Continued)

When selecting the geographic qualifier, use the name of the island's controlling *jurisdiction* rather than the name of the island group of which it is a part, provided that it lies near the jurisdiction. *Example:*

```
151 ## $a Sea Island (Ga.)  
[not 151 ## $a Sea Island (Golden Isles, Ga.)]
```

If an island does not lie near its controlling jurisdiction but is part of an island group, qualify by the name of the island group, for example, **Madeira (Madeira Islands)**.

If it is necessary to distinguish two islands with the same name in the same jurisdiction, add to the qualifier the name of a smaller jurisdiction (county, department, province, etc.).
Example:

```
151 ## $a Mel Island (Paraná, Brazil)  
151 ## $a Belle Isle (Saint Mary Parish, La.)
```

If it is necessary to distinguish the name of an island from another entity (usually a city) with the same name, generally incorporate the word **Island** or its vernacular equivalent, if appropriate, into the heading itself rather than following a colon within the qualifier.
Example:

```
151 ## $a Mindanao Island (Philippines)  
[not 151 ## $a Mindanao (Philippines : Island)]
```

Free-Floating Subdivisions H 1095

DEFINITION: The term **free-floating** refers to a form or topical subdivision that may be used under designated subjects without the usage being established editorially, and, as a consequence, without an authority record being created for each main heading/subdivision combination that might be needed.

CAUTION REGARDING USE: Free-floating status does not allow the assignment of a subdivision under any topic of interest without regard for appropriateness. All free-floating subdivisions may be assigned only in accordance with subject cataloging rules, policies, and practices. Most subdivisions are usable only under limited categories of headings in specifically defined situations.

TYPES OF FREE-FLOATING SUBDIVISIONS: Five types of free-floating subdivisions are in use: (1) Form and topical subdivisions of general application; (2) subdivisions used under classes of persons and ethnic groups; (3) subdivisions used under names of individual corporate bodies, persons, and families; (4) subdivisions used under place names; and (5) subdivisions controlled by pattern headings. It is also possible to add free-floating terms and phrases to existing headings. For instructions on those terms and phrases, see H 362.

(1) Form and topical subdivisions of general application. These subdivisions are listed with guidelines for their use beginning on p. 4 of this instruction sheet.

(2) Subdivisions used under classes of persons and ethnic groups. These subdivisions are given in two separate lists, H 1100 and H 1103.

(3) Subdivisions used under names of individual corporate bodies, persons, and families. There are three separate lists of these subdivisions. Subdivisions used under names of corporate bodies are listed in H 1105. Subdivisions used under names of persons are listed in H 1110. Subdivisions used under family names are included in H 1120.

(4) Subdivisions used under place names. There are two separate lists for these subdivisions. Subdivisions used under names of regions, countries, cities, etc., are listed in H 1140. Subdivisions used under names of bodies of water are listed in H 1145.5.

(5) Subdivisions controlled by pattern headings. Separate lists of these subdivisions are given in the appropriate instruction sheet for each pattern heading (H 1147 - H 1200). General instructions for their use may be found in H 1146.

H 1095 Free-Floating Subdivisions

PROCEDURES FOR ASSIGNING FREE-FLOATING SUBDIVISIONS:

1. Authorized usage. Before using any free-floating subdivision, determine that it is being used in accordance with subject cataloging policy, as stated in the *Subject Headings Manual*, the subject authority file, etc. Information about the authorized usage of free-floating subdivisions may be found in:

- The *Subject Headings Manual* -- the lists of free-floating subdivisions in H 1095 – H 1200) as well as in separate instruction sheets that explain the use of many individual subdivisions.
- Subject authority records -- subdivision authority records in which free-floating subdivisions appear in 18X fields, codes identifying their controlling instruction sheet numbers (H 1095-H 1200) appear in 073 fields, and usage statements and instructions appear in 680 and 667 fields; scope notes in 680 fields of subject heading authority records (cf. H 400); general see also references in 360 fields of authority records for generic headings (cf. H 371); and general see references in 260 fields of reference records (cf. H 374) when no generic headings exist.
- *Free-floating subdivisions: An Alphabetical Index* -- the annual guide for finding specific instructions on free-floating subdivisions.
- *LC Subject Headings Tentative List, Summary of Decisions* -- announcements of new free-floating subdivisions and changes to existing ones.

2. Conflicts. Determine if the use under consideration conflicts with any previously established subject headings. The conflict most frequently encountered is the subdivision vs. phrase heading conflict, for example, **Sports–Fiction** vs. **Sports stories**; **Schools–Management** vs. **School management and organization**. Use the established heading in each case unless a policy is in place to revise a particular type of heading. For example, in the 1980s, a decision was made to cancel all headings of the type ... **as a profession** in favor of the free-floating subdivision –**Vocational guidance**. For subdivisions controlled by pattern headings, generally bring usage into conformity with the pattern lists unless there is a good reason to maintain an exceptional heading.

FORM AND TOPICAL SUBDIVISIONS OF GENERAL APPLICATION:

\$v Discography (H 1361)

Use under names of individual persons and under topical headings for lists or catalogs of sound recordings.

See also –**Audiotape catalogs**; –**Songs and music**–**Discography**

\$x Documentation (May Subd Geog)

Use under topical headings for works on the processes by which documents on those topics are made available.

\$v Drama (H 1780)

Use under names of countries, cities, etc., names of individual persons, families, and corporate bodies, and under classes of persons, ethnic groups, and topical headings for plays or musical dramatic works on those subjects.

\$v Drawings

Use as a form subdivision under technical topics for collections of drawings, plans, etc., and as a topical subdivision for the technique of making such drawings, unless a separate heading for the technique has been provided.

\$x Drying (May Subd Geog)

Use under individual materials, products, and objects dried.

\$x Dust control (May Subd Geog)

Use under types of industries, industrial plants, and processes.

\$v Early works to 1800 (H 1576)

Use under names of countries, cities, etc., and appropriate topical headings to designate individual works written or issued before 1800.

\$x Earthquake effects (May Subd Geog)

Use under types of buildings, structures, facilities, and equipment.

\$x Econometric models (H 2040)

Use under topical headings for works that employ mathematical or statistical models used to test or measure economic phenomena.

H 1095 Free-Floating Subdivisions

FORM AND TOPICAL SUBDIVISIONS OF GENERAL APPLICATION:

\$x Economic aspects (*May Subd Geog*)

Use under individual wars and topical headings. Do not use under topics that are inherently economic (e.g., **Bank accounts; Depressions; Copper industry and trade**)

See also **–Economic conditions** under names of countries, cities, etc., and under classes of persons and ethnic groups, including occupational groups, for works discussing the economic history or economic conditions in general of a place, class of persons, or ethnic group.

\$x Electromechanical analogies (*H 2040*)

Use under scientific and technical topics.

\$v Electronic discussion groups

Use under subjects.

\$x Electronic information resources

Use under subjects.

\$x Electronic publishing (*May Subd Geog*)

Use under types of published materials and headings for literature on particular topics.

\$x Employees

Use under names of individual nongovernmental corporate bodies and under types of industries, services, establishments, and institutions.

See also **–Officials and employees**

\$v Encyclopedias (*H 1540*)

Use under subjects.

\$v Encyclopedias, Juvenile (*H 1540*)

Use under subjects.

\$x Endowments

Use under names of individual corporate bodies and under types of corporate bodies and disciplines.

\$x Energy conservation (*May Subd Geog*)

Use under types of industries, facilities, etc.

FORM AND TOPICAL SUBDIVISIONS OF GENERAL APPLICATION:

\$x Energy consumption (*May Subd Geog*)

Use under types of industries, military services, and topical headings.

\$x Environmental aspects (*May Subd Geog*)

Use under individual military services, events, and wars, individual chemicals and groups of chemicals, individual materials and types of materials, and under types of industries, processes, machines, facilities, constructions, educational institutions, and events for environmental issues associated with their operation, creation, use, or planning and execution. Also use under individual diseases for environmental aspects of their causation or development.

See also **–Environmental conditions** under names of countries, cities, etc.

\$x Equipment and supplies

Use under names of individual corporate bodies and under types of industries, processes, services, activities, institutions, disciplines, animals, plants and crops, vehicles, and wars.

See also **–Instruments; –Safety appliances**

\$x Estimates (*May Subd Geog*)

Use under types of engineering, technical processes, industries, etc., for estimates of the cost of construction, installation, etc., or the carrying out of a task to completion.

\$x Evaluation (*H 1591*)

Use under names of individual corporate bodies and under types of institutions, products, services, equipment, activities, projects, and programs for works on methods of assessing or appraising those subjects, or for works on both the methods and results of assessing them.

See also **–Testing**

See also **–Rating of** under classes of persons.

\$x Examinations

Use under names of individual corporate bodies, educational institutions, and military services and under types of educational institutions for works discussing examinations given by those organizations; under classes of persons for works discussing examinations for those groups; and under names of individual persons and titles of works and under topical headings for works discussing examinations given about those persons, titles, or topics.

H 1095 Free-Floating Subdivisions

FORM AND TOPICAL SUBDIVISIONS OF GENERAL APPLICATION:

\$x Examinations **\$v Study guides**

\$v Examinations, questions, etc.

Use under classes of persons for compilations of questions and answers for examinations for those groups; and under names of individual persons and titles of works and under topical headings for compilations of questions and answers for examinations about those persons, titles, or topics.

See also **–Problems, exercises, etc.**

\$v Excerpts

Use under motion picture forms and genres and under forms and types of musical compositions.

\$v Exhibitions (*H 1593*)

Use under subjects.

See also **–Bibliography–Exhibitions**

\$x Experiments

Use under scientific and technical topics for discussions about experiments and instructions for carrying them out.

\$x Expertising (*May Subd Geog*)

Use under headings for art forms and under types of art objects, types of architecture, and types of buildings.

\$v Facsimiles (*H 1595*)

Use under headings or subdivisions designating types of printed or written materials, documents, etc.

See also **–Manuscripts–Facsimiles; –Maps–Facsimiles**

\$v Fiction (*H 1720; H 1790*)

Use under names of countries, cities, etc., names of individual persons, families, and corporate bodies, and under classes of persons, ethnic groups, and topical headings for collections of stories or novels on those topics. Also use under names of individual persons and historic events for individual works of biographical or historical fiction, and under animals for individual stories about animals.

FORM AND TOPICAL SUBDIVISIONS OF GENERAL APPLICATION:

\$x Fieldwork (*May Subd Geog*) (*H 1645*)

Use under disciplines for discussions of the techniques of carrying out work in the field to gain practical experience through firsthand observation and to collect data.

\$v Film catalogs (*H 1361*)

Use under subjects.

\$x Finance (*H 1624*)

Use under names of individual nongovernmental corporate bodies and under types of industries, corporate bodies, services, technical operations, etc., for works on the raising and expenditure of funds. Use under names of individual government bodies only for works on their management of nonappropriated funds. Use under ethnic groups for the financial affairs of the group as a whole.

See also **–Appropriations and expenditures** under names of countries, cities, etc., and individual government agencies.

See also **–Finance, Personal** under names of individual persons and under classes of persons and ethnic groups.

\$x Fires and fire prevention (*May Subd Geog*)

Use under types of institutions, buildings, industries, and vehicles.

\$v Folklore (*H 1627; H 1720*)

Use under names of countries, cities, etc., and under classes of persons, ethnic groups, uniform titles of sacred works, and topical headings for works discussing those topics as themes in folklore and for collections of folklore texts on those subjects.

\$x Food service (*May Subd Geog*)

Use under names of individual legislative bodies and types of institutions, organized activities, etc., for provisions for meals and food in those enterprises. Do not subdivide geographically under legislative bodies.

\$x Forecasting (*H 1628*)

Use under names of countries, cities, etc., and under topical headings.

\$z Foreign countries (*H 1919.5*)

Use under ethnic groups, individual languages, individual literatures, military services, and types of publications qualified by language or nationality.

H 1095 Free-Floating Subdivisions

FORM AND TOPICAL SUBDIVISIONS OF GENERAL APPLICATION:

\$x Foreign influences (*H 1675*)

Use under headings for civilizations of places, or particular aspects of those civilizations, including art forms, literary forms, philosophies, intellectual life, etc., under ethnic groups, and under disciplines when further subdivided by place for works discussing general outside cultural influences on those civilizations, groups, or disciplines.

\$x Forgeries (*May Subd Geog*)

Use under names of individual persons and under types of art objects, documents, etc.

\$v Forms

Use under names of individual corporate bodies, and under topical headings for works consisting of, or containing, substantial numbers of blank forms.

\$v Formulae, receipts, prescriptions

Use under branches and systems of medicine.

See also **–Medicine–Formulae, receipts, prescriptions** under ethnic groups.

\$x Fuel systems

Use under types of equipment and vehicles.

\$x Fume control (*May Subd Geog*)

Use under types of industries, industrial plants, and processes.

\$x Geographic information systems (*May Subd Geog*)

Use under subjects.

\$x Government policy (*May Subd Geog*) (*H 1642*)

Use under classes of persons, ethnic groups, and topical headings not inherently governmental.

See also headings of the type **[topic] and state** and **[topic] policy**.

\$x Grading (*May Subd Geog*)

Use under individual animals and groups of animals, individual plants and groups of plants, and individual commodities.

FORM AND TOPICAL SUBDIVISIONS OF GENERAL APPLICATION:

\$x Mathematical models (*H 2040*)

Use under topical headings.

\$x Mathematics

Use under topical headings for works on the mathematics employed in those fields.

\$x Measurement

Use under scientific and technical topics for works on the technique of making measurements.

\$x Medals (*May Subd Geog*)

Use under names of individual persons and corporate bodies other than military services, and under classes of persons, ethnic groups, individual wars, and topical headings, for works on commemorative or honorary medals issued or awarded in relation to the subject.

This subdivision may be further subdivided by place only under classes of persons, ethnic groups, individual wars, and topical headings. Use **–Medals, badges, decorations, etc.** under military services.

\$x Medical examinations (*May Subd Geog*)

Use under names of individual military services and under classes of persons, ethnic groups, and topical headings for which medical examinations are needed, such as insurance.

\$v Meditations

Use under names of individual persons, uniform titles of sacred works, and under religious topics for works containing collections of thoughts or reflections on the spiritual significance of the person or topic.

\$x Membership

Use under names of individual corporate bodies and types of corporate bodies for works on the conditions of belonging to those organizations.

\$x Methodology

Use under disciplines and other topical headings for works on both the theory and practice of procedures to be followed.

See also **–Technique**

H 1095 Free-Floating Subdivisions

FORM AND TOPICAL SUBDIVISIONS OF GENERAL APPLICATION:

\$v Microform catalogs (*H 1361; H 1965*)

Use under names of individual institutions and collections for catalogs that list works stored in those institutions or collections in microform editions.

See also **–Archives–Microform catalogs; –Bibliography–Microform catalogs**

\$v Miscellanea (*H 1910*)

Use under subjects.

\$x Models (*May Subd Geog*) (*H 2040*)

Use under types of objects and organs and regions of the body for works on physical or working models of those objects or body parts.

\$x Moisture (*May Subd Geog*)

Use under types of farm produce, objects, materials, technical equipment, etc., for works on their moisture content.

\$x Moral and ethical aspects (*May Subd Geog*) (*H 1998*)

Use under non-religious or non-ethical topics for works that discuss moral and/or ethical questions regarding the topic.

See also **–Professional ethics** under occupational groups and types of employees.

\$x Museums (*May Subd Geog*) (*H 1916*)

Use under names of individual persons, families, and corporate bodies, and under ethnic groups, individual wars, and topical headings for which phrase headings for the type of museum have not been established. This subdivision may be further subdivided by place only under headings for names of individual persons and families, and ethnic groups, individual wars, and topical headings.

\$x Mythology (*May Subd Geog*) (*H 1998*)

Use under topical headings. Do not use under topics that are inherently mythological (e.g., **Animals, Mythical; Wind gods**; headings for individual gods)

\$x Name (*H 1919*)

Use under names of countries, cities, etc., names of individual persons, deities, Christian denominations, and corporate bodies, and under ethnic groups and individual wars, events, etc., for works on the name's origin, history, spelling, validity, etc.

FORM AND TOPICAL SUBDIVISIONS OF GENERAL APPLICATION:

\$x Names (H 1919)

Use under types of objects, animals, events, organizations, and educational institutions for the rules, customs, etc., in the naming of those items.

\$v Newspapers (H 1920)

Use under subjects.

\$x Noise

Use under topical headings.

\$v Nomenclature

Use under scientific and technical disciplines and types of substances, plants, and animals for systematically derived lists of names or designations that have been formally adopted or sanctioned, or for discussions of the principles involved in the creation and application of such names.

\$v Nomograms

Use under topical headings.

\$v Notation

Use under scientific and technical topics for works containing the symbols, formulae, or signs employed in the field.

\$v Observations

Use under scientific topics for works consisting of numerical data obtained by the observation of natural phenomena or for discussions on the processing and use of those data.

\$v Observers' manuals (H 1646)

Use under scientific topics for instruction books on making observations of natural phenomena.

H 1095 Free-Floating Subdivisions

FORM AND TOPICAL SUBDIVISIONS OF GENERAL APPLICATION:

\$x Officials and employees

Use under names of countries, cities, etc., and individual international and governmental agencies, and under types of government agencies and types of labor unions. This subdivision may be further subdivided by place only when used under names of countries, cities, etc.

See also **–Employees**

\$x On postage stamps (*H 1945*)

Use under names of individual persons and corporate bodies, under titles of works and under names of countries, cities, etc., for works on the portrayal of those entities on postage stamps.

\$v Online chat groups

Use under subjects.

\$x Orbit

Use under names of individual artificial satellites.

\$v Outlines, syllabi, etc.

Use under names of individual persons, uniform titles of sacred works, classes of persons, ethnic groups, and topical headings for brief statements of the principal elements of a subject to be studied, usually arranged by headings and subheadings.

\$x Packaging (*May Subd Geog*)

Use under types of products and merchandise for the techniques of wrapping, sealing, and labeling those items for marketing.

\$x Packing (*May Subd Geog*)

Use under types of products and commodities for the techniques of preparing those items for storage or shipment.

\$v Pamphlets

Use under 16th, 17th, and 18th century period subdivisions of European and American history and under individual wars, for short, separately published, usually polemical, essays or treatises regarding controversial issues of contemporary interest, especially political or religious matters.

FORM AND TOPICAL SUBDIVISIONS OF GENERAL APPLICATION:

\$v Papal documents

Use under topical headings for collections of documents and other papal pronouncements on the topic.

\$v Parodies, imitations, etc.

Use under names of individual persons, individual works entered under title, and motion picture, television, and video forms and genres.

\$v Passenger lists

Use under names of individual ships.

\$v Patents

Use under disciplines and under types of articles and processes patented.

\$v Periodicals (H 1927)

Use under subjects.

\$x Periodicals \$v Abbreviations of titles

Use under subjects.

\$x Periodicals \$v Bibliography

Use under subjects for lists of serials or periodicals on a subject.

\$x Periodicals \$v Bibliography \$v Catalogs (H 1361)

Use under subjects for lists of serials or periodicals held by one organization or library, assembled as a private collection, or issued by an individual publisher.

\$x Periodicals \$v Bibliography \$v Union lists (H 1361)

Use under subjects for catalogs of serials or periodicals on those subjects held by two or more libraries.

\$x Periodicals \$v Indexes (H 1670)

Use under subjects. **\$v Personal narratives (H 1928)**

Use under names of events and wars.

\$x Personal narratives \$x History and criticism

H 1095 Free-Floating Subdivisions

FORM AND TOPICAL SUBDIVISIONS OF GENERAL APPLICATION:

\$x Personnel management

Use under names of individual corporate bodies and under types of industries and organizations.

\$x Philosophy (*H 1929*)

Use under names of individual persons who are not philosophers, and under groups of literary authors, uniform titles of sacred works, and topical headings. Do not use under topics that are inherently philosophical (e.g., **Atheism; Ideology; War (Philosophy)**).

\$v Photographs (*H 1935*)

Use under subjects for works that consist of actual photographs, that is, photographic prints or digital photographs, rather than reproductions of photographs.

\$v Photographs from space (*1210.5*)

Use under names of countries, cities, etc., and under topical headings for collections of photographs taken from outer space. Do not use for cartographic materials.

\$x Physiological aspects

Use under types of activities and mental conditions for works on the relationship between an individual's activity, mental state, etc., and his physiology.

See also **-Physiology** under classes of persons, ethnic groups, individual and groups of animals and plants, and individual organs and regions of the body.

\$x Physiological effect (*May Subd Geog*)

Use under individual chemicals, materials, individual plants and groups of plants, and environmental phenomena or conditions for works on their effect on the functions of living organisms.

\$v Pictorial works (*H 1935*)

Use under names of countries, cities, etc., individual persons, families, and corporate bodies, and under classes of persons, ethnic groups, individual wars, and topical headings.

Also use under literary works entered under author for works consisting of pictures pertaining to the work as a physical object or, in the case of dramatic works, to productions of the work.

See also **-Portraits** under names of individual persons who lived after 1400, individual families, and under classes of persons, ethnic groups, and individual wars.

FORM AND TOPICAL SUBDIVISIONS OF GENERAL APPLICATION:

\$x Planning

Use under names of individual corporate bodies and under types of activities, facilities, industries, services, undertakings, etc., for works that describe or discuss the planning process.

\$v Poetry (H 1800)

Use under names of countries, cities, etc., names of individual persons, families, and corporate bodies, and under classes of persons, ethnic groups, and topical headings for collections of poetry and individual poems on those subjects.

\$x Political activity (May Subd Geog) (H 1942)

Use under names of individual persons, families, corporate bodies, and military services, and under classes of persons, individual Christian denominations, and types of corporate bodies for works on the political participation of those persons or organizations.

See also **–Politics and government** under ethnic groups

See also **–Political and social views** under individual persons and groups of literary authors.

\$x Political aspects (May Subd Geog) (H 1942)

Use under individual religious sects and denominations and topical headings for works on the political dimensions or implications of nonpolitical topics.

See also **–Politics and government** under names of countries, cities, etc., and under ethnic groups.

\$v Popular works (H 1943.5)

Use under scientific, technical, and legal headings, etc., for works written for the layperson; and under medical disciplines, individual diseases, and under headings of the type [*part of the body*]-**Diseases** for materials written for the layperson.

\$v Posters (H 1945.5)

Use under names of countries, cities, etc., individual persons and corporate bodies, classes of persons, ethnic groups, individual wars, and topical headings for individual posters and collections and/or discussions of posters about those subjects.

\$x Power supply (May Subd Geog)

Use under types of buildings, installations, equipment, industries, etc.

H 1095 Free-Floating Subdivisions

FORM AND TOPICAL SUBDIVISIONS OF GENERAL APPLICATION:

\$x Practice (*May Subd Geog*)

Use under types of professions.

\$v Prayers and devotions

Use under names of individual religious and monastic orders and under individual religions, Christian denominations, classes of persons and ethnic groups for whose use the prayers are intended; under names of individual saints, deities, etc., to whom the devotions are directed; and under topical headings for prayers and devotions on those topics.

\$x Prayers and devotions \$x History and criticism

\$x Preservation (*May Subd Geog*)

Use under individual organs, and types of perishable products, including food, drugs, textiles, etc.

\$x Press coverage (*May Subd Geog*)

Use under names of countries, cities, etc, and individual corporate bodies, and under classes of persons, ethnic groups, individual events, and topical headings.

\$x Prevention

Use under individual or types of diseases and medical conditions, and under situations to be avoided.

\$x Prices (*May Subd Geog*)

Use under types of products, objects, etc., and under industries where one general heading for the products of that industry is lacking.

\$x Prices \$x Government policy (*May Subd Geog*)

Use under types of products, objects, etc., and under industries where one general heading for the products of that industry is lacking.

\$x Private collections (*May Subd Geog*) (*H 1427*)

Use under types of objects, including art and antiquities and excluding natural objects and musical instruments, for works on privately owned collections of those objects.

FORM AND TOPICAL SUBDIVISIONS OF GENERAL APPLICATION:

\$x Privileges and immunities

Use under names of individual international agencies and legislative bodies and under types of organizations and educational institutions.

\$v Problems, exercises, etc.

Use under topical headings for compilations of practice problems or exercises pertinent to the study of the topic.

See also **–Examinations, questions, etc.**

\$x Production and direction (*May Subd Geog*)

Use under forms and types of musical compositions, under individual art forms performed on stage or screen, under motion picture forms and genres, and under types of programming for the broadcast media.

\$x Production control (*May Subd Geog*)

Use under types of industries, industrial plants, and processes.

\$x Production standards (*May Subd Geog*)

Use under types of industries and processes.

\$v Programmed instruction

Use under topical headings for works discussing presequenced instruction in which the learner is able to govern the pacing of the process, sometimes with a teaching machine, or for programmed texts on those topics.

\$x Programming (*May Subd Geog*)

Use under individual and types of computers, microprocessors, and programmable calculators.

\$x Prophecies

Use under names of individual persons and deities, uniform titles of sacred works, and under classes of persons, ethnic groups, and individual wars.

See also **–History–Prophecies** under names of countries, cities, etc.

H 1095 Free-Floating Subdivisions

FORM AND TOPICAL SUBDIVISIONS OF GENERAL APPLICATION:

\$x Protection (*May Subd Geog*)

Use under types of equipment, structures, individual and groups of plants and crops, organs and regions of the body, and under classes of persons for works on preserving these items or persons from physical damage or harm.

\$x Provinces (*H 713*)

Use under headings of the type [**topic**]-[**country**] for works discussing collectively the provinces of a country in relation to the topic, for example, **Economic forecasting–Canada–Provinces**.

\$x Psychological aspects

Use under topical headings other than psychological or religious topics for works on the influence of conditions, activities, objects, etc., on the mental condition or personality of individuals.

\$x Psychology

Use under uniform titles of sacred works, religions, and religious topics for the psychological aspects of those works or topics. Use under names of individual persons for discussions or interpretations of the person's psychological traits, personality, character, etc. Also use under classes of persons, ethnic groups, and individual and groups of animals for the mental processes or characteristics of those persons or animals.

\$x Public opinion (*H 1955*)

Use under names of individual persons and corporate bodies, and under classes of persons, ethnic groups, individual wars, and topical headings for works on public opinion on those persons or topics.

\$x Public relations (*May Subd Geog*)

Use under names of individual corporate bodies, military services, and topical headings.

\$x Publishing (*May Subd Geog*)

Use under names of individual corporate bodies, individual Christian denominations, and types of corporate bodies, and under types of published materials and headings for literature on particular topics.

See also **–Publication and distribution** under uniform titles of sacred works.

Free-floating Subdivisions H 1095

FORM AND TOPICAL SUBDIVISIONS OF GENERAL APPLICATION:

\$x Purchasing (*May Subd Geog*)

Use under individual animals and groups of animals and under types of products and services.

\$x Quality control

Use under types of industries, industrial plants, and processes.

\$v Quotations, maxims, etc. (*H 1969*)

Use under names of countries, cities, etc., and under topical headings.

See also **–Quotations** under names of individual persons and families, uniform titles of sacred works, and under classes of persons and ethnic groups.

\$x Rates (*May Subd Geog*)

Use under types of services, utilities, transportation systems, etc., for prices charged for services provided or items sold according to a specific ratio, scale, or standard.

\$v Readings with music

Use under topical headings.

\$v Records and correspondence

Use under names of individual corporate bodies and types of industries, organizations, etc.

\$x Recreational use (*May Subd Geog*)

Use under types of bodies of water, types of land, types of geographic features, and types of buildings with other functions.

\$x Reference books (*H 1980*)

Use under subjects.

\$x Regional disparities

Use under topical headings.

See also **–Economic conditions–Regional disparities** under names of countries, etc.

H 1095 Free-Floating Subdivisions

FORM AND TOPICAL SUBDIVISIONS OF GENERAL APPLICATION:

\$x Regions (H 713)

Use under headings of the type [**topic**]-[**country**] for works discussing collectively the regions of a country in relation to a topic, for example, **Law-Italy-Regions**. Use only under countries whose legally designated first order divisions are called regions.

\$v Registers (H 1558)

Use under names of countries, cities, etc., individual corporate bodies, and families, and under classes of persons, ethnic groups, individual wars, and topical headings for lists of names of persons, organizations, or objects, etc., without addresses or other identifying data.

See also **-Directories**

\$x Reliability

Use under types of equipment, machinery, technical systems, industrial plants, etc.

\$x Remodeling (May Subd Geog)

Use under types of buildings and rooms.

\$x Remodeling for other use (May Subd Geog)

Use under types of buildings and structures.

\$x Remote sensing

Use under topical headings.

\$x Repairing (May Subd Geog)

Use under types of objects not requiring maintenance.

See also **-Maintenance and repair**

\$x Republics (H 713)

Use under headings of the type [**topic**]-[**country**] for works discussing collectively the republics of a country in relation to the topic, for example, **Civil law-Soviet Union-Republics**.

\$x Research (May Subd Geog) (H 2020)

Use under names of countries, cities, etc., individual corporate bodies, and classes of persons, ethnic groups, and topical headings.

Free-floating Subdivisions H 1095

FORM AND TOPICAL SUBDIVISIONS OF GENERAL APPLICATION:

\$x Research grants (*May Subd Geog*)

Use under names of individual corporate bodies and under topical headings. This subdivision may be further subdivided by place only under topical headings.

\$v Reviews (*H 2021*)

Use under the heading **Books** and headings for types of books for collections of descriptive and evaluative accounts of books on many subjects. Use under headings for nonbook materials for collections of descriptive and evaluative accounts of those materials. Also use under headings for mass media and the performing arts for collections of critical writings about programs, performances, etc.

\$x Risk assessment (*May Subd Geog*)

Use under topical headings with which physical risk is associated.

\$v Romances (*H 1795*)

Use under names of individual persons and legendary characters for texts of medieval (that is, pre-1501) European tales based chiefly on legends of chivalric love and adventure in which those persons or characters are the dominant character.

See also **–Legends**

\$v Rules

Use under names of individual religious and monastic orders, contests, and sports events and under types of games and activities.

\$v Rules and practice

Use under types of and names of individual courts, legislative bodies, constitutional conventions, and administrative or regulatory agencies, for works containing the rules and practice of those bodies.

See also **–Regulations** under names of individual educational institutions and military services.

\$x Safety appliances (*May Subd Geog*)

Use under types of machines, vehicles, industrial plants, occupations, etc.

\$x Safety measures

Use under names of individual corporate bodies, military services, and topical headings.

H 1095 Free-Floating Subdivisions

FORM AND TOPICAL SUBDIVISIONS OF GENERAL APPLICATION:

\$x Safety regulations (*May Subd Geog*)

Use under topical headings.

\$x Sanitation (*May Subd Geog*)

Use under names of individual corporate bodies, types of industries, and topical headings.

Do not subdivide geographically under corporate bodies.

\$x Scholarships, fellowships, etc. (*May Subd Geog*)

Use under classes of persons, ethnic groups, and fields of study.

\$x Scientific applications (*May Subd Geog*)

Use under types of technical devices or processes used to further scientific advancement.

\$x Security measures (*May Subd Geog*)

Use under names of individual corporate bodies and under individual computers, networks, and systems, and under types of buildings, installations, and industries. This subdivision may be further subdivided by place only under individual computers, networks, and systems, and under types of buildings, installations, and industries.

See also **–Computer networks–Security measures**.

\$v Sermons (*H 2032*)

Use under names of individual persons and under sects of individual religions, Christian denominations, types of educational institutions, uniform titles of sacred works, individual wars, and topical headings.

\$x Sermons \$x History and criticism (*H 2032*)

\$x Sex differences (*May Subd Geog*)

Use under topical headings.

\$x Signers

Use under uniform titles of historic documents.

\$x Simulation games

Use under topical headings.

FORM AND TOPICAL SUBDIVISIONS OF GENERAL APPLICATION:

\$x Simulation methods (H 2040)

Use under topical headings.

\$x Slang

Use under individual languages and groups of languages, and under topical headings.

\$v Slides

Use under names of countries, cities, etc., and individual persons and under topical headings.

\$x Social aspects (May Subd Geog)

Use under topical headings for works that discuss the effect of the item, activity, discipline, etc., and society on each other. Do not use under sociological topics (e.g., **Culture; Equality; Social ethics; Sociology, Military**)

See also **–Social conditions** under names of countries, cities, etc., and under classes of persons and ethnic groups for works on the social history or sociology of the place or group.

See also **–Social life and customs** under names of countries, cities, etc., and under classes of persons and ethnic groups.

\$x Societies, etc. (H 2060)

Use under names of individual persons, families, and corporate bodies, and under classes of persons, ethnic groups, uniform titles of sacred works, and topical headings for works discussing two or more societies or institutions related to those subjects.

See also **–Societies and clubs** under age and sex groups.

\$x Sociological aspects (H 2055)

Use under types of institutions for works discussing the impact of the inherent nature of the institution in question on group interaction within the institution and vice versa.

\$v Software (H 2070)

Use under topical headings as a form subdivision for actual computer programs that are tools to perform tasks, for example, systems software, utilities, or applications programs.

Do not use for computer files or electronic resources that are *about* a given topic, or to indicate only that the item is machine-readable.

See also **–Computer games; –Computer programs; –Databases.**

H 1095 Free-Floating Subdivisions

FORM AND TOPICAL SUBDIVISIONS OF GENERAL APPLICATION:

\$v Songs and music (H 2075)

Use under names of individual persons and corporate bodies, and under ethnic groups, individual wars, and topical headings.

See also **–Music** under ethnic groups.

\$x Songs and music \$v Discography

\$x Songs and music \$x History and criticism (H 2075)

\$v Songs and music \$v Texts (H 2190)

\$x Soundproofing (May Subd Geog)

Use under types of buildings, structures, facilities, and equipment.

\$v Sources (H 1647; H 2080)

Use under individual works (author-title or title entries), historical topics, and headings for systems of law, for collections or discussions of source materials of all types compiled for scholars. Also use under names of individual persons for collections of materials that served as the person's sources of ideas or inspiration for his or her endeavors or creative works, and for discussions of those source materials. Also use under types of literatures for works about sources of ideas or inspiration for those literary works.

See also **–History–Sources**

\$v Specifications (May Subd Geog) (H 2083)

Use under types of engineering, construction, industries, products, and merchandise.

\$v Specimens

Use under types of publications, printed matter, etc., as a form subdivision for actual specimens of the material. Also use under individual typefaces or groups of typefaces as a form subdivision for works consisting primarily or entirely of samples of printed matter using those typefaces and intended to illustrate their appearance.

\$x Spectra

Use under individual chemicals, materials, elementary particles, and celestial bodies.

Free-Floating Subdivisions: Classes of Persons H 1100

\$v Classification

\$x Clothing (*May Subd Geog*)

See also **–Uniforms**

Clubs, see **–Societies and clubs**

\$x Collectibles (*May Subd Geog*)

\$x Colonization (*May Subd Geog*)

\$v Comic books, strips, etc.

\$x Conduct of life

Contributions, Charitable, see **–Charitable contributions**

\$v Correspondence (*H 1480*)

Costume, see **–Clothing**

\$x Counseling of (*May Subd Geog*)

\$x Crimes against (*May Subd Geog*)

Cultural life, see **–Intellectual life**

Customs, see **–Social life and customs**

\$x Death

\$x Deinstitutionalization (*May Subd Geog*)

Demand and supply, see **–Supply and demand**

\$x Dental care (*May Subd Geog*)

Devotions, see **–Prayers and devotions**

\$v Diaries (*H 1538*)

\$v Directories (*H 1558*)

Directories–Telephone, see **–Telephone directories**

\$x Discipline

\$v Discography (*H 1361*)

\$x Diseases (*May Subd Geog*)

Diseases and hygiene, see **–Diseases; –Health and hygiene**

\$x Dismissal of (*May Subd Geog*)

Use under occupational groups and types of employees.

\$v Drama (*H 1780*)

\$x Drug testing (*May Subd Geog*) (*H 2186*)

\$x Drug use (*May Subd Geog*)

\$x Dwellings (*May Subd Geog*)

Use for works on residential buildings for the group from the standpoint of architecture, construction, ethnology, etc. For works on social or economic aspects of the provision of housing for the group, see **–Housing**. For works on the actual homes of individual members of the group from an architectural or historical point of view, see **–Homes and haunts**.

\$v Early works to 1800 (*H 1576*)

\$x Economic conditions (*H 1578*)

H 1100 Free-Floating Subdivisions: Classes of Persons

- \$x **Economic conditions** \$y **16th century** (H 1578)
- \$x **Economic conditions** \$y **17th century** (H 1578)
- \$x **Economic conditions** \$y **18th century** (H 1578)
- \$x **Economic conditions** \$y **19th century** (H 1578)
- \$x **Economic conditions** \$y **20th century** (H 1578)
- \$x **Economic conditions** \$y **21st century** (H 1578)
- \$x **Education** (May Subd Geog) (H 1579)
- \$x **Education (Continuing education)** (May Subd Geog) (H 1579)
- \$x **Education (Early childhood)** (May Subd Geog) (H 1579)
- \$x **Education (Elementary)** (May Subd Geog) (H 1579)
- \$x **Education (Graduate)** (May Subd Geog) (H 1579)
- \$x **Education (Higher)** (May Subd Geog) (H 1579)
- \$x **Education (Middle school)** (May Subd Geog) (H 1579)
- \$x **Education (Preschool)** (May Subd Geog) (H 1579)
- \$x **Education (Primary)** (May Subd Geog) (H 1579)
- \$x **Education (Secondary)** (May Subd Geog) (H 1579)
- \$x **Effect of automation on** (May Subd Geog) (H 1580)
 - Use under occupational groups and types of employees.
- \$x **Effect of imprisonment on** (May Subd Geog) (H 1580)
- \$x **Effect of technological innovations on** (May Subd Geog) (H 1580)
- \$x **Employment** (May Subd Geog)
- \$x **Employment** \$z **Foreign countries**
 - Employment, Supplementary*, see **–Supplementary employment**
 - Ethics, Professional*, see **–Professional ethics**
- \$x **Examinations**
 - Use only if a heading for the corresponding field or activity does not exist or cannot be established, for example, **Hospital ward clerks–Examinations**.
- \$v **Examinations, questions, etc.**
- \$x **Family relationships** (May Subd Geog)
- \$x **Fees** (May Subd Geog)
 - Use under professional groups.
 - Fellowships*, see **–Scholarships, fellowships, etc.**
- \$v **Fiction** (H 1790)
- \$x **Finance, Personal** (H 1624)
- \$v **Folklore** (H 1627)
- \$x **Gambling** (May Subd Geog)
- \$v **Genealogy** (H 1631)
- \$x **Government policy** (May Subd Geog) (H 1642)

Free-Floating Subdivisions: Classes of Persons H 1100

\$v **Handbooks, manuals, etc.** (H 1646)

Use only if a heading for the corresponding field or activity does not exist or cannot be established, for example, **Nurses' aides–Handbooks, manuals, etc.**

Haunts, see **–Homes and haunts**

\$x **Health and hygiene** (May Subd Geog)

\$x **Health risk assessment** (May Subd Geog)

\$x **Historiography**

\$x **History** (H 1647)

\$x **History** \$y **16th century** (H 1647)

\$x **History** \$y **17th century** (H 1647)

\$x **History** \$y **18th century** (H 1647)

\$x **History** \$y **19th century** (H 1647)

\$x **History** \$y **20th century** (H 1647)

\$x **History** \$y **21st century** (H 1647)

History–Anniversaries, etc., see **–Anniversaries, etc.**

\$x **History** \$v **Sources** (H 2080)

\$x **Home care** (May Subd Geog)

\$x **Homes and haunts** (May Subd Geog)

Use for works on the actual homes of individual members of the group from an architectural or historical point of view. Also use for works on the favorite places of group members or places they habitually frequent or with which they are associated. For works on residential buildings for the group from the standpoint of architecture, construction, ethnology, etc., see **–Dwellings**. For works on social or economic aspects of the provision of housing for the group, see **–Housing**.

\$x **Hospice care** (May Subd Geog)

\$x **Hospital care** (May Subd Geog)

\$x **Hospitals** (May Subd Geog)

Do not use under headings for persons with specific diseases. Use [*disease*]**–Hospitals** instead (cf. H 1150).

\$x **Housing** (May Subd Geog)

Use for works on social or economic aspects of the provision of housing for the group. For works on residential buildings for the group from the standpoint of architecture, construction, ethnology, etc., see **–Dwellings**. For works on the actual homes of individual members of the group from an architectural or historical point of view, see **Homes and haunts**.

\$v **Humor**

Hygiene, see **–Health and hygiene**

Iconography, see **–Pictorial works**

\$x **Identification**

H 1100 Free-Floating Subdivisions: Classes of Persons

\$x **In-service training** (*May Subd Geog*) (*H 2217*)

Use under occupational groups and types of employees.

\$x **Information services** (*H 1675.5*)

Injuries, see –**Wounds and injuries**

\$x **Institutional care** (*May Subd Geog*)

\$x **Insurance requirements** (*May Subd Geog*)

\$x **Intellectual life**

\$x **Intellectual life** \$y **16th century**

\$x **Intellectual life** \$y **17th century**

\$x **Intellectual life** \$y **18th century**

\$x **Intellectual life** \$y **19th century**

\$x **Intellectual life** \$y **20th century**

\$x **Intellectual life** \$y **21st century**

\$x **Intelligence levels** (*May Subd Geog*)

\$x **Intelligence testing** (*May Subd Geog*) (*H 2186*)

\$x **Intermediate care** (*May Subd Geog*)

\$v **Interviews** (*H 1678*)

\$v **Job descriptions** (*May Subd Geog*)

Use under occupational groups and types of employees.

\$x **Job satisfaction** (*May Subd Geog*)

Use under occupational groups and types of employees.

\$x **Job stress** (*May Subd Geog*)

\$v **Juvenile drama**

\$v **Juvenile fiction**

\$v **Juvenile humor**

\$v **Juvenile poetry**

\$x **Labor unions** (*May Subd Geog*)

Use under occupational groups and types of employees.

\$x **Labor unions** \$x **Organizing** (*May Subd Geog*)

Use under occupational groups and types of employees.

\$x **Language**

Law and legislation, see –**Legal status, laws, etc.**

\$x **Legal status, laws, etc.** (*May Subd Geog*) (*H 1705*)

\$x **Library resources**

\$x **Licenses** (*May Subd Geog*)

Use under occupational groups and types of employees.

\$x **Licenses** \$x **Fees** (*May Subd Geog*)

\$x **Life skills assessment** (*May Subd Geog*)

\$v **Life skills guides**

\$v **Literary collections**

Free-Floating Subdivisions: Classes of Persons H 1100

\$x **Long-term care** (*May Subd Geog*)

\$v **Longitudinal studies** (*H 1848*)

\$x **Manuscripts**

\$x **Medals** (*May Subd Geog*)

\$x **Medical care** (*May Subd Geog*)

\$x **Medical examinations** (*May Subd Geog*)

\$x **Mental health** (*May Subd Geog*) (*H 1890*)

\$x **Mental health services** (*May Subd Geog*) (*H 1890*)

\$x **Monuments** (*May Subd Geog*)

\$x **Mortality** (*May Subd Geog*)

Do not use under headings for persons with specific diseases. Use [*disease*]-**Mortality** instead (cf. H 1150).

\$x **Museums** (*May Subd Geog*) (*H 1916*)

Music, see **-Songs and music**

\$x **Nursing home care** (*May Subd Geog*)

\$x **Nutrition** (*May Subd Geog*)

\$x **Nutrition** \$x **Requirements** (*May Subd Geog*)

\$v **Obituaries**

\$v **Outlines, syllabi, etc.**

Outside employment, see **-Supplementary employment**

\$x **Pastoral counseling of** (*May Subd Geog*)

\$x **Pensions** (*May Subd Geog*)

\$x **Pensions** \$x **Cost-of-living adjustments** (*May Subd Geog*)

\$x **Pensions** \$x **Effect of inflation on** (*May Subd Geog*) (*H 1580*)

\$x **Pensions** \$x **Unclaimed benefits** (*May Subd Geog*)

Personal finance, see **-Finance, Personal**

\$x **Physiology** (*May Subd Geog*)

\$v **Pictorial works** (*H 1935*)

Places frequented, see **-Homes and haunts**

\$v **Poetry** (*H 1800*)

\$x **Political activity** (*May Subd Geog*) (*H 1942*)

Do not use under headings for people chiefly known for their political involvement (e.g., **Politicians; Political candidates; Presidents**).

\$v **Portraits** (*H 1935*)

\$v **Posters** (*H 1945.5*)

\$v **Prayers and devotions**

\$x **Prayers and devotions** \$x **History and criticism**

\$x **Press coverage** (*May Subd Geog*)

H 1100 Free-Floating Subdivisions: Classes of Persons

\$x **Professional ethics** (*May Subd Geog*) (*H 1949*)

Use under occupational groups and types of employees.

\$x **Professional relationships** (*May Subd Geog*)

\$x **Promotions** (*May Subd Geog*)

\$x **Prophecies**

\$x **Protection** (*May Subd Geog*)

Psychiatric care, see **–Mental health services**

\$x **Psychological testing** (*May Subd Geog*) (*H 2186*)

\$x **Psychology**

Do not use under classes of afflicted persons if the heading for the disease or affliction exists. Use **–Psychological aspects** under the heading for the disease or affliction instead (cf. H 1150).

\$x **Public opinion** (*H 1955*)

Use for works on public opinion about the group. For works on attitudes or opinions held by members of the group, see **–Attitudes**.

Qualifications, see **–Rating of; –Selection and appointment**

\$v **Quotations** (*H 1969*)

Use for collections or discussions of quotations by or about the group.

Quotations, maxims, etc., see **–Quotations**

\$x **Rating of** (*May Subd Geog*)

Reading habits or interests, see **–Books and reading**

\$x **Recreation** (*May Subd Geog*)

\$x **Recruiting** (*May Subd Geog*)

Use under occupational groups and types of employees.

\$v **Registers** (*H 1558*)

\$x **Rehabilitation** (*May Subd Geog*)

\$x **Reinstatement** (*May Subd Geog*)

Use under occupational groups and types of employees.

\$x **Religious life** (*May Subd Geog*) (*H 2015.5*)

\$x **Relocation** (*May Subd Geog*)

Use under occupational groups and types of employees.

\$x **Reporting to** (*May Subd Geog*)

Use under occupational groups and types of employees.

\$x **Research** (*May Subd Geog*) (*H 2020*)

\$x **Residence requirements** (*May Subd Geog*)

Use under occupational groups and types of employees.

\$x **Resignation** (*May Subd Geog*)

Use under occupational groups and types of employees.

\$x **Respite care** (*May Subd Geog*)

Free-Floating Subdivisions: Classes of Persons H 1100

\$x **Retirement** (May Subd Geog)

Salaries, allowances, etc., see **–Salaries, etc.**

Salaries, commissions, etc., see **–Salaries, etc.**

\$x **Salaries, etc.** (May Subd Geog)

Use under classes of professional or public employees. Headings for wages of non-professional employees, workers, etc., are constructed in the form: **Wages–[industry or class of wage earners]**.

\$x **Salaries, etc.** \$x **Cost-of-living adjustments** (May Subd Geog)

\$x **Salaries, etc.** \$x **Law and legislation** (May Subd Geog)

Salaries, pensions, etc., see **–Pensions; –Salaries, etc.**

\$x **Scholarships, fellowships, etc.** (May Subd Geog)

\$x **Selection and appointment** (May Subd Geog)

Use under occupational groups and types of employees.

\$x **Services for** (May Subd Geog)

\$x **Sexual behavior** (May Subd Geog)

\$x **Social conditions** (H 2055)

\$x **Social conditions** \$y **16th century** (H 2055)

\$x **Social conditions** \$y **17th century** (H 2055)

\$x **Social conditions** \$y **18th century** (H 2055)

\$x **Social conditions** \$y **19th century** (H 2055)

\$x **Social conditions** \$y **20th century** (H 2055)

\$x **Social conditions** \$y **21st century** (H 2055)

\$x **Social life and customs** (H 2057)

\$x **Social life and customs** \$y **16th century** (H 2057)

\$x **Social life and customs** \$y **17th century** (H 2057)

\$x **Social life and customs** \$y **18th century** (H 2057)

\$x **Social life and customs** \$y **19th century** (H 2057)

\$x **Social life and customs** \$y **20th century** (H 2057)

\$x **Social life and customs** \$y **21st century** (H 2057)

\$x **Social networks** (May Subd Geog)

\$x **Societies, etc.** (H 2060)

Do not use under headings for classes of persons if the corresponding heading for the discipline can be assigned. For example, use **Engineering–Societies, etc.** *not* **Engineers– Societies, etc.**, but do use **Women engineers–Societies, etc.** or **African American engineers–Societies, etc.**

\$x **Societies and clubs** (H 2060)

Use under age and sex groups.

Socioeconomic status, see **–Economic conditions; –Social conditions**

\$v **Songs and music** (H 2075)

\$x **Songs and music** \$x **History and criticism** (H 2075)

H 1100 Free-Floating Subdivisions: Classes of Persons

\$v **Songs and music** \$v **Texts** (H 2190)

\$x **Statistical services** (H 2095)

\$v **Statistics** (H 2095)

\$x **Study and teaching** (May Subd Geog) (H 2110)

Use only for works on study and teaching about the group as a topic.

The free-floating subdivision **–Study and teaching**, qualified by level of study, for example, **–Study and teaching (Elementary)**; **–Study and teaching (Secondary)**, may also be used under classes of persons (cf. H 1095).

\$x **Substance use** (May Subd Geog)

\$x **Suffrage** (May Subd Geog)

\$x **Suicidal behavior** (May Subd Geog)

\$x **Supervision of** (May Subd Geog)

Use under occupational groups and types of employees.

\$x **Supplementary employment** (May Subd Geog)

\$x **Supply and demand** (May Subd Geog)

Use under occupational groups and types of employees.

\$x **Surgery** (May Subd Geog)

Do not use under headings for persons with specific diseases to cover surgical treatment of the disease. Use **[disease]–Surgery** instead (cf. H 1150).

\$x **Surgery** \$x **Complications** (May Subd Geog)

\$x **Surgery** \$x **Risk factors** (May Subd Geog)

\$x **Suspension** (May Subd Geog)

Use under occupational groups and types of employees.

\$x **Taxation** (May Subd Geog)

\$x **Taxation** \$x **Law and legislation** (May Subd Geog)

\$v **Telephone calls**

\$v **Telephone directories** (H 1558)

\$v **Terminology** (H 2184)

\$x **Time management** (May Subd Geog)

\$x **Titles**

\$x **Tobacco use** (May Subd Geog)

\$x **Tombs** (May Subd Geog)

\$x **Training of** (May Subd Geog) (H 2217)

Use under occupational groups and types of employees.

\$x **Transfer**

\$x **Transportation** (May Subd Geog) (H 2225)

\$x **Travel** (May Subd Geog)

Treatment, see **–Care**

\$x **Uniforms**

\$x **Violence against** (May Subd Geog)

Free-Floating Subdivisions: Classes of Persons H 1100

\$x **Vocational education** (*May Subd Geog*)

\$x **Vocational guidance** (*May Subd Geog*) (*H 2232*)

Use only if a heading for the corresponding field or activity does not exist or cannot be established, for example, **Allied health personnel–Vocational guidance**.

Working conditions, see **–Employment**

\$x **Workload** (*May Subd Geog*)

Use under occupational groups and types of employees.

\$x **Wounds and injuries** (*May Subd Geog*)

Free-Floating Subdivisions: Corporate Bodies H 1105

\$x Purges

Use under names of individual political parties.

\$v Records and correspondence

\$v Registers (H 1558)

\$x Religion (H 1997)

\$x Reorganization

\$x Research (May Subd Geog) (H 2020)

\$x Research grants

\$x Rituals

Use under names of individual secret societies.

\$v Rules and practice

Use under types and names of individual courts, legislative bodies, constitutional conventions, and administrative or regulatory agencies, for works containing the rules and practice of those bodies.

Do not use under individual educational institutions and military services. Use **-Regulations** instead (cf. H 1151; H 1159)

\$x Sanitation

\$x Scientific apparatus collections (H 1427)

\$x Seal

\$x Security measures

\$x Slide collections (H 1427)

\$x Societies, etc. (H 2060)

\$v Songs and music (H 2075)

\$x Songs and music \$x History and criticism (H 2075)

\$v Songs and music \$v Texts (H 2190)

\$x Stamp collections (H 1427)

\$v Statistics (H 2095)

\$v Telephone directories (H 1558)

\$v Terminology (H 2184)

\$v Tours (H 1645)

\$x Travel (May Subd Geog)

\$v Trials, litigation, etc. (H 2228)

\$x Uniforms

\$x Vocational guidance (May Subd Geog) (H 2232)

Free-Floating Subdivisions: Names of Persons H 1110

\$x Library resources

Use for works describing the resources or special collections available in libraries for research or study about the person.

\$x Literary art

Use for discussions of a non-literary person's literary ability and accomplishments, including discussions of literary works by persons normally identified with another field.

Do not use under multi-career persons who are also recognized as literary authors. For discussions on the attribution of authorship of specific works to the person, see **–Authorship**.

See also **–Written works**

\$v Literary collections

Use for literary anthologies about the person that involve two or more literary forms. For anthologies in one literary form, see the form, for example, **–Drama**; **–Fiction**; **–Poetry**.

\$x Literary style

Use under literary authors for discussions of rhetoric, figures of speech, and artistic use of language in general.

See also **–Language**; **–Technique**

Litigation, see **–Trials, litigation, etc.**

\$x Manuscripts

Use for works discussing writings made by hand, typewriter, etc., by or about the person.

Do not use for individual works in manuscript form.

See also **–Archives**; **–Autographs**; **–Correspondence**; **–Diaries**; **–Notebooks, sketchbooks, etc.**

\$v Manuscripts \$v Facsimiles (H 1595)

Use as a form subdivision under composers and literary authors for facsimile editions of manuscripts of individual works or collections of works.

\$x Map collections (H 1427)

Use for works about the person's collections of maps.

Marginalia, see **–Library–Marginal notes**; **–Scholia**

\$x Marriage

See also **–Divorce**

\$x Medals

\$v Meditations

Use as a form subdivision for works containing descriptions of thoughts or reflections on the spiritual significance of the person's life or deeds.

H 1110 Free-Floating Subdivisions: Names of Persons

\$x **Mental health** (H 1890)

Use for works discussing the person's state of mental health, including mental illness and accounts of specific mental disorders. For accounts of specific disorders or situations, assign an additional heading of the type: **[disease]–Patients–[place]– Biography; Psychotherapy patients–[place]–Biography; etc.**

\$x **Military leadership**

\$x **Miracles**

Use under persons to whom miracles are attributed.

\$x **Monuments** (May Subd Geog) (H 1334)

Use for works about monuments erected in honor of the person.

See also **–Museums; –Shrines; –Tomb**

\$x **Motion picture plays**

Use for discussions of film scripts written by a literary author. Do not use under authors who write principally motion picture plays. For discussions of motion picture adaptations of the person's creative works, see **–Film adaptations**.

Motives, themes, see **–Themes, motives**

\$x **Museums** (May Subd Geog) (H 1916)

Use for works on museums devoted to the person.

See also **–Archives; –Collectibles; –Death mask; –Relics; –Shrines; –Tomb**

Music, see **–Songs and music**

\$x **Musical instrument collections** (H 1427)

Use for works about the person's collections of musical instruments.

\$v **Musical settings**

Use as a form subdivision for musical scores or sound recordings in which writings or words of the person have been set to music.

\$x **Musical settings** \$x **History and criticism**

\$x **Name** (H 1919)

Use for discussions of the history, orthography, etymology, etc., of the person's name.

See also **–Anonyms and pseudonyms; –Titles**

\$x **Natural history collections** (H 1427)

Use for works about the person's collections of natural history items or specimens.

\$v **Notebooks, sketchbooks, etc.**

Use for collections or discussions of the person's notebooks, sketchbooks, etc. Also use for individual works.

\$x **Numismatic collections** (H 1427)

Use for works about the person's numismatics collections.

See also **–Coin collections**

Free-Floating Subdivisions: Names of Persons H 1110

\$x **Numismatics**

Use for works discussing the representation of the person on coins, tokens, medals, paper money, etc.

See also –**Medals**

Old age, see –**Last years**

Opponents, see –**Adversaries**

\$x **On postage stamps** (H 1945)

Use for works about the portrayal of the person on postage stamps.

\$x **On television**

Use for works that discuss television programming about the person, including dramatic or documentary shows, news programs, and advertising. Do not use for works on the person as a television actor, television host, news anchor, etc.

\$x **Oratory**

Use for works discussing the person's public speaking ability.

\$v **Outlines, syllabi, etc.**

\$x **Palaces** (May Subd Geog)

Paraphrases, see –**Adaptations**

\$x **Pardon**

Use for works about the person's legal release from the penalty of an offense.

\$v **Parodies, imitations, etc.**

Use as both a form and topical subdivision for imitations, either comic or distorted, of the person's creative works.

Patronage of the arts, see –**Art patronage**

\$x **Performances** (May Subd Geog)

Use under performing artists or performers of all types for works about their performances. Also use under composers, choreographers, etc. for works about performances of their compositions or works.

See also –**Dramatic production**; –**Stage history**

Personal finance, see –**Finance, Personal**

Personality, see –**Psychology**

\$x **Philosophy** (H 1929)

Use for discussions of the individual's personal philosophy. Do not use under names of philosophers.

See also –**Aesthetics**; –**Ethics**; –**Religion**

\$x **Photograph collections** (H 1427)

Use for works about the person's collections of photographs.

Pictorial humor, see –**Caricatures and cartoons**

H 1110 Free-Floating Subdivisions: Names of Persons

\$v **Pictorial works** (H 1935)

Use for works consisting of pictures or visual images relating to the person.

See also –**Art**; –**Caricatures and cartoons**; –**Comic books, strips, etc.**; –**Illustrations**; –**Monuments**; –**Portraits**

Place of birth, see –**Birthplace**

Places frequented, see –**Homes and haunts**

Plots, see –**Stories, plots, etc.**

\$x **Poetic works**

Use for discussions of poetic works by a literary author. Do not use under authors who write principally poetry.

\$v **Poetry** (H 1800)

Use as a form subdivision for works of poetry about the person. For criticism or discussions of poetry about a person, assign [*name of person*]–**In literature** as a topical heading.

\$x **Political activity** (May Subd Geog)

Do not use under persons who are chiefly known as politicians.

\$x **Political and social views**

Use for works discussing the person's political and/or social views in general. Do not assign to works written by the person on political or social topics. For works on specific topics, assign the heading for the topic along with the heading for the person (subdivided by –**Political and social views**, if appropriate).

\$v **Portraits** (H 1935)

Use for collections or discussions of portraits of persons living after 1400 A.D. For persons living before 1400, see –**Art**.

See also –**Caricatures and cartoons**; –**Death mask**; –**Numismatics**; –**On postage stamps**; –**Posters**; –**Self-portraits**; –**Statues**

\$x **Poster collections** (H 1427)

Use for works about the person's collections of posters.

\$v **Posters** (H 1945.5)

Use for collections or discussions of posters depicting the person.

\$v **Prayers and devotions**

Use as a form subdivision, particularly under divine persons or saints, for works of devotions directed to those persons whose help or prayers are requested.

\$x **Prayers and devotions** \$x **History and criticism**

\$x **Pre-existence**

Use for works discussing the person's existence in a previous state or life.

Professional life, see –**Career in [specific field or discipline]**

Free-Floating Subdivisions: Names of Persons H 1110

\$x **Prophecies**

Use for works about prophecies made by the person.

\$x **Prose**

Use for discussions of prose works or passages by a literary author. Do not use under authors who write principally prose.

See also **–Fictional works**

Pseudonyms, see **–Anonyms and pseudonyms**

\$x **Psychology**

Use for discussions or interpretations of the person's psychological traits, personality, character, etc.

See also **–Mental health**

\$x **Public opinion** (H 1955)

Use for works about public opinion about the person. For works on public response and reception, praise, etc. of the artistic or literary works of persons active in the fine arts, literature, music, and performing arts, see **–Appreciation**.

Public speaking, see **–Oratory**

\$v **Quotations** (H 1969)

Use for collections or discussions of quotations by or about the person.

See also **–Allusions; –Calendars**

\$x **Radio and television plays**

Use for discussions of scripts written by a literary author expressly for radio or television.

Do not use under authors who write principally radio or television plays. For discussions of audio or video adaptations of the person's creative works, see **–Audio adaptations; –Film adaptations**.

Reading habits, see **–Books and reading**

\$x **Relations with** [*specific class of persons or ethnic group*]

Assign an additional heading for the specific group with appropriate subdivision if necessary.

Relations with employees, see **–Employees**

Relations with family, see **–Family**

Relations with friends and associates, see **–Friends and associates**

\$x **Relations with men**

Use for works on intimate associations. For works on relations with an individual man, assign an additional heading for the man.

\$x **Relations with women**

Use for works on intimate associations. For works on relations with an individual woman, assign an additional heading for the woman.

H 1110 Free-Floating Subdivisions: Names of Persons

\$x **Relics** (*May Subd Geog*)

Includes works on disinterred bones.

See also **–Death mask**

\$x **Religion** (*H 1997*)

Use for discussions of the person's religious beliefs and practices. Also includes the person's knowledge or views on religion in general. Do not use under names of theologians.

See also **–Ethics**

Residences, see **–Homes and haunts**

\$x **Resignation from office**

See also **–Abdication, [date]; –Impeachment**

Rhetoric, see **–Literary art; –Literary style; –Oratory**

\$v **Romances** (*H 1795*)

Use as a form subdivision under names of historical or legendary figures for medieval tales about the person based chiefly on legends of chivalric love and adventure. Do not use for romances written by the person.

Satire, see **–Humor**

Sayings, see **–Quotations**

Scholarship, see **–Knowledge and learning**

\$v **Scholia**

Use for marginal annotations, explanatory comments or remarks, especially those by early grammarians on the text of a classical work.

\$x **Scientific apparatus collections** (*H 1427*)

Use for works about the person's collections of scientific apparatus.

Screenplays, see **–Motion picture plays**

\$x **Seal**

Use for works discussing the devices, such as emblems, symbols, or words used by an individual to authenticate his writings or documents.

\$v **Self-portraits**

Use for reproductions or discussions of self-portraits by the artist or photographer.

Sepulchral monument, see **–Tomb**

\$v **Sermons** (*H 2032*)

Use as a form subdivision, particularly under divine persons or saints, for single sermons or collections of sermons about the person. *Servants*, see **–Employees**

\$x **Settings**

Use under literary authors for discussions of the settings of their works.

\$x **Sexual behavior**

Free-Floating Subdivisions: Names of Persons H 1110

\$x Shrines (*May Subd Geog*)

Use for works discussing structures or places consecrated or devoted to the person and serving as places of religious veneration or pilgrimage.

See also **–Museums; –Relics**

Sketchbooks, see **–Notebooks, sketchbooks, etc.**

\$x Slide collections (*H 1427*)

Use for works about the person's collections of slides.

\$v Slides

Social views, see **–Political and social views**

\$x Societies, etc. (*H 2060*)

Use for works discussing organizations devoted to or specializing in the person's life or work.

\$v Songs and music (*H 2075*)

Use as a form subdivision for collections or single works of vocal or instrumental music about the person. For collections or single works in musical dramatic forms, such as operas, ballets, musical comedies, see **–Drama**.

\$x Songs and music \$x History and criticism (*H 2075*)

\$v Songs and music \$v Texts (*H 2190*)

\$v Sources (*H 2080*)

Use for collections of materials that served as the person's sources of ideas or inspiration for his endeavors or creative works and for discussions of those source materials. For collections or discussions of adaptations by others of an individual's creative works, see **–Adaptations**.

Spiritual life, see **–Religion**

\$x Spiritualistic interpretations

Use for works classed in BF1311.A-Z (Special topics, including names of individual persons)

\$v Spurious and doubtful works

Use for discussions or collections of works attributed to the person at some previous time.

Do not use for a single work.

See also **–Authorship**

\$x Stage history (*May Subd Geog*)

Use under literary authors for historical aspects of dramatic production. For general works on stage presentation, see **–Dramatic production**. For performances of the works of composers, choreographers, and performing artists, see **–Performances**.

\$x Stamp collections (*H 1427*)

Use for works about the person's stamp collections. For works about the portrayal of the person on postage stamps, see **–On postage stamps**.

H 1110 Free-Floating Subdivisions: Names of Persons

\$x **Statues** (*May Subd Geog*)

Use for works discussing or containing reproductions of statues representing the person.

Stories of operas, see **–Stories, plots, etc.**

\$v **Stories, plots, etc.**

Use under composers, choreographers, and literary authors for works summarizing or discussing the stories or plots of their works.

Style, Literary, see **–Literary art; –Literary style**

\$x **Symbolism**

Use for discussions of the symbols employed by the person in his creative works.

Table-talk, see **–Quotations**

Tales, see **–Legends; –Romances**

\$x **Teachings**

Use for works discussing in general the body of knowledge, precepts, or doctrines the person taught to others.

\$x **Technique**

Use under literary authors for discussions of structural and formal elements in drama, fiction, and narrative poetry, such as asides, soliloquies, unities, scene structure, and stream-of-consciousness.

\$v **Telephone calls**

\$v **Television adaptations**

Textual criticism, see **–Criticism, Textual**

\$v **Thematic catalogs** (*H 1322, H 1438*)

Use under composers for lists of their musical compositions that include musical notation for the opening measures of individual works or sections of works.

\$x **Themes, motives**

Use for discussions of the themes and motives in the person's creative works. Assign an additional heading for an individual theme.

Theology, see **–Religion**

\$x **Titles**

Use for terms or phrases applied to the person as titles of address, titles of nobility, etc.

\$x **Tomb**

Use for works about the person's grave, interred bones, etc. For works on disinterred bones, see **–Relics**.

See also **–Death and burial**

\$x **Tragedies**

Use for criticism of tragedies by a literary author. Do not use under dramatists who write principally tragedies.

Free-Floating Subdivisions: Names of Persons H 1110

\$x Tragicomedies

Use for criticism of tragicomedies by a literary author. Do not use under dramatists who write principally tragicomedies.

\$v Translations (H 2220)

Use for collections of translations of a literary author. Do not use as a form heading for single translations.

\$x Translations \$x History and criticism

\$v Translations into French, [German, etc.]

\$x Translations into French, [German, etc.] \$x History and criticism

\$x Travel (May Subd Geog)

Use for works about voyages and travels undertaken by the person whether written by the person or by others. When the subdivision is further subdivided by place, assign an additional heading of the type *[place]*-**Description and travel**.

See also **-Exile**

\$v Trials, litigation, etc. (H 2228)

Use for proceedings or discussions of proceedings of civil or criminal actions to which the person is a party.

\$x Versification

Use for discussions of a literary author's technique of writing verse, including the structural composition of poetry, rhythm, rhyme, alliteration, etc.

Video adaptations, see **-Film adaptations**

Views on [specific topic]

For works discussing the person's opinions or attitudes on a specific topic, whether explicitly stated or inferred, assign the heading for the person and an additional heading for the specific topic. For works on the person's knowledge of a specific topic, whether explicitly stated or inferred from his or her life and works, see **-Knowledge-[specific topic]**.

Views on aesthetics, see **-Aesthetics**

Views on ethics, see **-Ethics**

Views on politics and society, see **-Political and social views**

Views on religion, see **-Religion**

Views on society, see **-Political and social views**

Voyages, see **-Travel**

Weblogs, see **-Blogs**

\$x Will

Use for discussions of the person's legal declaration regarding the disposition of his property or estate, including discussions or cases of contested wills.

See also **-Estate**

H 1110 Free-Floating Subdivisions: Names of Persons

Writing skill, see **-Literary art**

\$x Written works

Use under persons active in the fine arts, music and performing arts for discussions, listings, etc., of their non-literary textual works. Do not use under persons also known as literary authors.

Youth, see **-Childhood and youth**

Pattern Headings: Animals H 1147

\$x Housing \$x Disinfection¹² (*May Subd Geog*)
\$x Housing \$x Environmental engineering¹² (*May Subd Geog*)
\$x Housing \$x Heating and ventilation¹² (*May Subd Geog*)
\$x Housing \$x Insulation¹² (*May Subd Geog*)
\$x Housing \$x Lighting¹² (*May Subd Geog*)
\$x Housing \$x Odor control¹² (*May Subd Geog*)
\$x Housing \$x Safety measures¹²
\$x Housing \$x Sanitation¹² (*May Subd Geog*)
\$x Housing \$v Specifications¹² (*May Subd Geog*)
\$x Housing \$x Waste disposal¹² (*May Subd Geog*)
\$x Hybridization (*May Subd Geog*)
\$v Identification
\$x Immunology
\$x Immunology \$x Genetic aspects
\$x Induced spawning (*May Subd Geog*)
\$x Infancy (*May Subd Geog*)
\$x Infections¹ (*May Subd Geog*)
\$x Infertility (*May Subd Geog*)
\$x Inspection (*May Subd Geog*)
\$x Integrated control (*May Subd Geog*)
\$x Judging (*May Subd Geog*)
\$x Jumping (*May Subd Geog*)
\$x Larvae (*May Subd Geog*)
\$x Larvae \$x Behavior (*May Subd Geog*)
\$x Larvae \$x Color (*May Subd Geog*)
\$x Larvae \$x Defenses (*May Subd Geog*)
\$x Larvae \$x Dispersal (*May Subd Geog*)
\$x Larvae \$x Ecology (*May Subd Geog*)
\$x Larvae \$x Effect of temperature on (*May Subd Geog*)
\$x Larvae \$x Effect of ultraviolet radiation on (*May Subd Geog*)
\$x Larvae \$x Effect of water pollution on (*May Subd Geog*)
\$x Larvae \$x Effect of water quality on (*May Subd Geog*)
\$x Larvae \$x Endocrinology
\$x Larvae \$x Food (*May Subd Geog*)
\$x Larvae \$x Geographical distribution
\$x Larvae \$x Microbiology (*May Subd Geog*)
\$x Larvae \$x Physiology (*May Subd Geog*)
\$x Law and legislation³ (*May Subd Geog*)
\$x Life cycles (*May Subd Geog*)

H 1147 Pattern Headings: Animals

\$x Locomotion (*May Subd Geog*)
\$x Longevity (*May Subd Geog*)
\$x Losses (*May Subd Geog*)
\$x Manure (*May Subd Geog*)
\$x Manure \$x Environmental aspects (*May Subd Geog*)
\$x Manure \$x Handling (*May Subd Geog*)
\$x Marketing
\$x Marketing \$x Law and legislation³ (*May Subd Geog*)
\$x Marking¹³ (*May Subd Geog*)
\$x Mercury content (*May Subd Geog*)
\$x Metabolism
\$x Metabolism \$x Climatic factors (*May Subd Geog*)
\$x Metamorphosis⁵ (*May Subd Geog*)
\$x Metamorphosis \$x Endocrine aspects⁵
\$x Metamorphosis \$x Genetic aspects⁵
\$x Metamorphosis \$x Molecular aspects⁵
\$x Microbiology (*May Subd Geog*)
\$x Migration (*May Subd Geog*)
\$x Migration \$x Climatic factors (*May Subd Geog*)
\$x Migration \$x Endocrine aspects
\$x Molecular aspects
\$x Molecular genetics
\$x Monitoring (*May Subd Geog*)
\$x Morphogenesis (*May Subd Geog*)
\$x Morphology
\$x Mortality (*May Subd Geog*)
\$x Names¹⁴
\$x Nervous system
\$x Nests (*May Subd Geog*)
\$x Nests \$x Abandonment (*May Subd Geog*)
\$x Nests \$x Counting (*May Subd Geog*)
\$v Nomenclature¹⁵
\$v Nomenclature (Popular)¹⁶
\$v Nomenclature (Popular) \$x French, [Italian, etc.]¹⁶
\$x Nutrition (*May Subd Geog*)
\$x Nutrition \$x Requirements (*May Subd Geog*)
\$x Odor (*May Subd Geog*)
\$x Orientation (*May Subd Geog*)
\$x Origin

Pattern Headings: Animals H 1147

\$x Parasites (*May Subd Geog*)
\$x Parasites \$x Biological control (*May Subd Geog*)
\$x Parasites \$x Control (*May Subd Geog*)
\$x Parasites \$x Control \$x Environmental aspects (*May Subd Geog*)
\$x Parasites \$v Identification
\$x Parasites \$x Life cycles (*May Subd Geog*)
\$x Parasites \$x Molecular aspects
\$x Parturition (*May Subd Geog*)
\$x Pathogens (*May Subd Geog*)
\$v Pedigrees
\$v Performance records
\$x Photographic identification (*May Subd Geog*)
\$x Phylogeny
\$x Phylogeny \$x Molecular aspects
\$x Physiology (*May Subd Geog*)
\$x Population viability analysis (*May Subd Geog*)
\$x Predators of (*May Subd Geog*)
\$x Predators of \$x Control (*May Subd Geog*)
\$x Predators of \$x Ecology (*May Subd Geog*)
\$x Pregnancy (*May Subd Geog*)
\$x Processing (*May Subd Geog*)
\$x Productivity (*May Subd Geog*)
\$x Psychic aspects (*May Subd Geog*)
\$x Psychological aspects¹⁷
\$x Psychological testing (*May Subd Geog*)
\$x Psychology¹⁸
\$x Purchasing (*May Subd Geog*)
\$x Quality (*May Subd Geog*)
\$x Quarantine (*May Subd Geog*)
\$x Racial analysis (*May Subd Geog*)
\$x Radio tracking (*May Subd Geog*)
\$x Radioactive contamination (*May Subd Geog*)
\$x Recolonization (*May Subd Geog*)
\$x Reintroduction (*May Subd Geog*)
\$x Religious aspects
\$x Religious aspects \$x Buddhism, [Christianity, etc.]
\$x Reproduction¹⁹
\$x Reproduction \$x Climatic factors (*May Subd Geog*)
\$x Reproduction \$x Effect of altitude on (*May Subd Geog*)

H 1147 Pattern Headings: Animals

\$x Reproduction \$x Effect of light on (*May Subd Geog*)
\$x Reproduction \$x Endocrine aspects
\$x Reproduction \$x Regulation
\$x Respiration (*May Subd Geog*)
\$x Respiratory organs
\$x Schooling (*May Subd Geog*)
\$x Seasonal distribution (*May Subd Geog*)
\$x Seasonal variations (*May Subd Geog*)
\$x Selection (*May Subd Geog*)
\$x Sense organs
\$x Services for (*May Subd Geog*)
\$x Sex ratio (*May Subd Geog*)
\$x Sexing (*May Subd Geog*)
\$x Sexual behavior (*May Subd Geog*)
\$x Showing (*May Subd Geog*)
\$x Size (*May Subd Geog*)
\$x Spawning (*May Subd Geog*)
\$x Speciation (*May Subd Geog*)
\$x Speed
\$x Spermatozoa
\$x Spermatozoa \$x Abnormalities (*May Subd Geog*)
\$x Spermatozoa \$x Morphology
\$x Spermatozoa \$x Motility
\$x Stranding (*May Subd Geog*)
\$x Summering (*May Subd Geog*)
\$x Surgery (*May Subd Geog*)
\$x Surgery \$x Complications (*May Subd Geog*)
\$x Surgery \$x Nursing (*May Subd Geog*)
\$x Symbolic aspects (*May Subd Geog*)
\$x Technological innovations (*May Subd Geog*)
\$x Territoriality (*May Subd Geog*)
\$x Testing
\$x Therapeutic use (*May Subd Geog*)
\$x Toxicology²⁰ (*May Subd Geog*)
\$x Training (*May Subd Geog*)
\$x Transportation (*May Subd Geog*)
\$x Trypanotolerance (*May Subd Geog*)
\$x Type specimens (*May Subd Geog*)
\$x Utilization (*May Subd Geog*)

Pattern Headings: Animals H 1147

\$x Vaccination (*May Subd Geog*)
\$x Variation (*May Subd Geog*)
\$x Venom²⁰ (*May Subd Geog*)
\$x Venom resistance (*May Subd Geog*)
\$x Vertical distribution (*May Subd Geog*)
\$x Virus diseases¹ (*May Subd Geog*)
\$x Viruses (*May Subd Geog*)
\$x Vocalization⁵ (*May Subd Geog*)
\$x Vocalization \$x Regulation⁵
\$x Water requirements (*May Subd Geog*)
\$x Weight
\$x Wintering (*May Subd Geog*)
\$x Wounds and injuries¹ (*May Subd Geog*)

NOTES

¹Subdivisions on this list that represent specific pathological conditions, for example, **–Abnormalities**, **–Fractures**; **–Infections**; **–Virus diseases**; **–Wounds and injuries**, may be further subdivided by subdivisions listed under the subdivision **–Diseases**, for example, **–Diseases–Diagnosis**; **Diseases–Treatment**.

²Use **–Breeding** for the controlled mating and selection of animals by humans, usually for the purpose of improving the species or breed. Use **–Reproduction** for the physiological process by which animals generate offspring of the same kind.

³See H 1154.5 for further subdivisions used under legal topics.

⁴Subdivisions listed under **–Diseases** may also be used under subdivisions on this list that represent specific pathological conditions, for example, **–Infections–Diagnosis**; **–Fractures–Treatment**.

⁵Not established under **Fishes**. Use under individual animals and groups of animals as appropriate.

⁶Assign additional headings of the type [*individual chemical*]**–Physiological effect** for individual chemicals, drugs, insecticides, pesticides, etc.

⁷Use **–Feeding and feeds** for the nutritional preparations provided for animals by humans as well as for the process of providing nourishment to them. Use **–Food** for the nutritional substances that animals find on their own or provide for themselves as well as for their food habits.

⁸Use **–Food** for the nutritional substances animals find on their own or provide for themselves as well as for their food habits. Use **–Feeding and feeds** for the nutritional preparations provided for animals by humans as well as for the process of providing nourishment to them.

H 1147 Pattern Headings: Animals

⁹Use **-Grooming** for the human tending, cleaning, brushing, etc., of animals.

¹⁰Use **-Habitations** for the natural shelters and homes that animals build for themselves, such as burrows, dens, lairs, lodges, etc. Use **-Nests** under nesting animals. Use **-Housing** for the shelters and structures that humans construct and provide for wild or domestic animals.

¹¹Not established under **Fishes**; use **Fish handling** instead. Use **-Handling** under other individual animals and groups of animals as appropriate.

¹²Use **-Housing** for the shelters and structures that humans construct and provide for wild or domestic animals. Use **-Habitations** for the natural shelters and homes that animals build for themselves.

¹³Not established under **Fishes**. Use **Fish tagging** instead. Use under individual animals and groups of animals as appropriate.

¹⁴Use **-Names** for the history, origin, customs, etc., of selecting personal names for individual animals.

¹⁵Use **-Nomenclature** for systematically derived lists of names or designations that have been formally adopted or sanctioned, or for discussions of the principles involved in the creation or application of those names to taxonomic groupings of animals.

¹⁶Use **-Nomenclature (Popular)** for lists or discussions of common names for animal groupings.

¹⁷Use **-Psychological aspects** for the influence of animals on the human mental condition or personality.

¹⁸Use **-Psychology** for the mental processes or characteristics of animals.

¹⁹Use **-Reproduction** for the physiological process by which animals generate offspring of the same kind. Use **-Breeding** for the controlled mating and selection of animals by humans, usually for the purpose of improving the species or breed.

²⁰Not established under **Fishes**. Established instead under **Poisonous fishes**. Use under individual animals and groups of animals as appropriate.

Pattern Headings: Chemicals H 1149

PATTERNS: Copper; Insulin

TYPES OF HEADINGS COVERED BY THE PATTERN: Headings for individual chemicals and groups of chemicals, including drugs. *Examples:* **Aspirin; Boron; Carbon dioxide; DDT (Insecticide); Heavy metals; Iodine; Organofluorine compounds; Polyurethanes; Vitamin C.** The category does not include the heading **Chemicals**. Some overlap exists with the category for materials (H 1158). Headings for individual substances and types of substances such as **Polyethylene** and **Nonferrous metals** should follow the pattern for chemicals when they are discussed from the standpoint of their chemical structure, effects, reactions, etc. They should follow the pattern for materials when they are discussed as basic substances from which something can be made, including their engineering properties, processing, suitability for intended use, etc. Subdivisions having restricted use or needing explanation are explained in endnotes.

CONFLICTS: Any subdivision listed here can be used as a free-floating subdivision under any heading belonging to the category if it is appropriate and no conflict exists in the subject authority file. Subject authority records may exist for headings employing variant phrases or subdivisions equivalent to subdivisions on this list.

LC practice:

If an exceptional variant form is to be retained, make a UF reference from the equivalent free-floating subdivision form following the procedures in H 195 if the reference does not yet exist. Otherwise, submit a proposal to change the variant form along with all bibliographic records requiring correction following the procedures in H 193.

*Note: Most form subdivisions coded \$v in this list may also be used as topical subdivisions coded \$x when assigned to works **about** the form (see H 1075, sec. 1.d.).*

- \$x Absorption and adsorption (May Subd Geog)
- \$x Acoustic properties (May Subd Geog)
- \$x Administration¹
- \$x Affinity labeling (May Subd Geog)
- \$x Agonists²
- \$x Allergenicity (May Subd Geog)
- \$x Analysis
- \$x Antagonists^{2, 3}
- \$x Assaying⁴ (May Subd Geog)
- \$x Bioaccumulation (May Subd Geog)
- \$x Bioavailability (May Subd Geog)

H 1149 Pattern Headings: Chemicals

\$x Biodegradation (*May Subd Geog*)
\$x Biotechnology (*May Subd Geog*)
\$x Brazing (*May Subd Geog*)
\$x Brittleness (*May Subd Geog*)
\$x Carcinogenicity (*May Subd Geog*)
\$x Cold working (*May Subd Geog*)
\$x Coloring
\$x Conformation
\$x Controlled release¹ (*May Subd Geog*)
\$x Corrosion (*May Subd Geog*)
\$x Creep (*May Subd Geog*)
\$x Decay
\$x Decontamination (*May Subd Geog*)
\$x Denaturation⁵
\$x Density
\$x Derivatives² (*May Subd Geog*)
\$x Design⁶
\$x Development⁶ (*May Subd Geog*)
\$x Diagnostic use (*May Subd Geog*)
\$x Diffusion rate
\$x Dipole moments
\$x Dose-response relationship
\$x Effect of radiation on (*May Subd Geog*)
\$x Effectiveness¹ (*May Subd Geog*)
\$x Electric properties (*May Subd Geog*)
\$x Electrometallurgy
\$x Environmental aspects (*May Subd Geog*)
\$x Evolution (*May Subd Geog*)
\$x Excretion
\$x Fatigue (*May Subd Geog*)
\$x Immunology
\$x Industrial applications (*May Subd Geog*)
\$x Inhibitors^{2, 7}
\$x Isotopes² (*May Subd Geog*)
\$x Isotopes \$x Half-life (*May Subd Geog*)
\$x Law and legislation⁸ (*May Subd Geog*)
\$x Lead content (*May Subd Geog*)
\$x Magnetic properties (*May Subd Geog*)
\$x Mechanism of action

Pattern Headings: Chemicals H 1149

- \$x Metabolic detoxification (*May Subd Geog*)
- \$x Metabolism
- \$x Metabolism \$x Age factors (*May Subd Geog*)
- \$x Metabolism \$x Disorders⁹ (*May Subd Geog*)
- \$x Metabolism \$x Genetic aspects
- \$x Metabolism \$x Regulation
- \$x Methylation
- \$x Molecular rotation
- \$x Optical properties
- \$x Overdose⁶ (*May Subd Geog*)
- \$x Oxidation (*May Subd Geog*)
- \$x Pathophysiology
- \$x Peroxidation
- \$x Permeability
- \$x Pharmacokinetics
- \$x Physiological effect (*May Subd Geog*)
- \$x Physiological transport
- \$x Prices (*May Subd Geog*)
- \$x Properties
- \$x Psychotropic effects (*May Subd Geog*)¹⁰
- \$x Purification (*May Subd Geog*)
- \$x Quenching (*May Subd Geog*)
- \$x Radioiodination (*May Subd Geog*)
- \$x Reactivity (*May Subd Geog*)
- \$x Receptors
- \$x Receptors \$x Effect of drugs on (*May Subd Geog*)
- \$x Recycling (*May Subd Geog*)
- \$x Religious aspects
- \$x Religious aspects \$x Buddhism, [Christianity, etc.]
- \$x Research (*May Subd Geog*)
- \$x Research \$x Law and legislation⁸ (*May Subd Geog*)
- \$x Sampling (*May Subd Geog*)
- \$x Secretion
- \$x Secretion \$x Regulation
- \$x Separation (*May Subd Geog*)
- \$x Side effects¹ (*May Subd Geog*)
- \$x Solubility (*May Subd Geog*)
- \$x Speciation (*May Subd Geog*)
- \$x Spectra
- \$x Stability
- \$x Standards (*May Subd Geog*)

H 1149 Pattern Headings: Chemicals

\$x Structure
\$x Structure-activity relationships
\$x Surfaces
\$x Synthesis
\$x Synthesis \$x Inhibitors
\$x Synthesis \$x Regulation
\$x Testing¹¹
\$x Therapeutic use¹² (*May Subd Geog*)
\$x Therapeutic use \$x Administration¹³
\$x Therapeutic use \$x Controlled release¹³ (*May Subd Geog*)
\$x Therapeutic use \$x Effectiveness¹³ (*May Subd Geog*)
\$x Therapeutic use \$x Side effects¹³ (*May Subd Geog*)
\$x Therapeutic use \$x Testing¹³
\$x Thermal conductivity (*May Subd Geog*)
\$x Thermal properties (*May Subd Geog*)
\$x Threshold limit values (*May Subd Geog*)
\$x Toxicity testing (*May Subd Geog*)
\$x Toxicology (*May Subd Geog*)
\$x Toxicology \$x Age factors (*May Subd Geog*)
\$x Toxicology \$v Biography
\$x Toxicology \$x Reporting (*May Subd Geog*)
\$x Transport properties (*May Subd Geog*)
\$x Vapor pressure (*May Subd Geog*)
\$x Viscosity¹⁴ (*May Subd Geog*)
\$x Welding (*May Subd Geog*)

NOTES

¹Not established under **Copper** or **Insulin**. Use only under individual drugs and groups of drugs, for example, **Anesthetics-Administration**; **Antibiotics-Controlled release**; **Analgesics-Effectiveness**; **Thalidomide-Side effects**; **Oral contraceptives-Side effects**. For individual and groups of non-drug chemicals, use **-Therapeutic use-Administration**; **-Therapeutic use-Controlled release**; **-Therapeutic use-Effectiveness**; and **-Therapeutic use-Side effects**.

²The subdivisions **-Agonists**, **-Antagonists**, **-Derivatives**, **-Inhibitors**, and **-Isotopes** represent chemicals and may be further subdivided by other subdivisions from this list as appropriate.

³Not valid under individual enzymes and groups of enzymes. Use **-Inhibitors** under individual enzymes and groups of enzymes.

Pattern Headings: Chemicals H 1149

⁴Use under types of metals and individual metals for the determination of the quantity or quality of a metal in an ore, alloy, etc., for example, **Precious metals–Assaying; Silver–Assaying**.

⁵Use only under individual proteins and groups of proteins.

⁶Not established under **Copper** or **Insulin**. Use only under individual drugs and groups of drugs.

⁷Not established under either **Copper** or **Insulin**. Use only under individual enzymes and groups of enzymes, for example, **Amylases–Inhibitors; Monoamine oxidase–Inhibitors**.

⁸See H 1154.5 for further subdivisions used under legal topics.

⁹See the pattern heading list for diseases (H 1150) for further subdivisions which may be used under the subdivision **–Metabolism–Disorders**.

¹⁰Not valid under types of, or individual, psychotropic chemicals, drugs, or plants (e.g., **Antidepressants; Clozapine; Opium poppy**)

¹¹Use **–Testing** directly under individual drugs and groups of drugs for testing their action, effectiveness, etc. For the testing of other chemicals as drugs, use **–Therapeutic use–Testing**, for example, **Insulin–Therapeutic use–Testing**.

¹²Not valid under the heading **Drugs** and headings for individual drugs and groups of drugs. Use the heading **Chemotherapy** for the therapeutic use of drugs in general. Use unsubdivided headings for individual drugs and groups of drugs for their therapeutic use.

¹³Use only under individual and groups of non-drug chemicals. For individual drugs and groups of drugs, use **–Administration**, **–Controlled release**, **–Effectiveness**, **–Side effects**, and **–Testing** directly under the heading for the drug(s).

¹⁴Not established under **Copper** or **Insulin**. Use under other chemicals as appropriate.

Pattern Headings: Diseases H 1150

PATTERNS: Cancer; Tuberculosis

TYPES OF HEADINGS COVERED BY THE PATTERN: Headings for individual or types of diseases and other medical conditions, including abnormalities, functional disorders, mental disorders, manifestations of disease, and wounds and injuries. The category includes animal as well as human diseases but does not cover plant diseases. *Examples:* **Bronchitis; Burns and scalds; Cleft palate; Down syndrome; Equine herpesvirus diseases; Fever in children; Gastrointestinal system-Motility-Disorders; Pain; Rabies; Sleep disorders; Schizophrenia; Sports injuries; Tuberculosis in poultry; Virus diseases.** Also included are headings for parts of the body divided by subdivisions for diseases, injuries, or other pathological conditions from the pattern list for organs and regions of the body (H 1164), for example, **Brain-Abscess; Breast-Cancer; Duodenum-Ulcers; Face-Abnormalities; Liver-Diseases; Skin-Infections; Spine-Wounds and injuries;** and headings for chemical substances subdivided by **-Metabolism-Disorders**, for example, **Calcium-Metabolism-Disorders; Proteins-Metabolism-Disorders.** Not covered are headings for medical or surgical procedures and the general heading **Diseases.**

CONFLICTS: Any subdivision listed here can be used as a free-floating subdivision under any heading belonging to the category if it is appropriate and no conflict exists in the subject authority file. Subject authority records may exist for headings employing variant phrases or subdivisions equivalent to subdivisions on this list.

LC practice:

If an exceptional variant form is to be retained, make a UF reference from the equivalent free-floating subdivision form following the procedures in H 195 if the reference does not yet exist. Otherwise, submit a proposal to change the variant form along with all bibliographic records requiring correction following the procedures in H 193.

*Note: Most form subdivisions coded \$v in this list may also be used as topical subdivisions coded \$x when assigned to works **about** the form (see H 1075, sec. 1.d.).*

- \$x Adjuvant treatment (May Subd Geog)
- \$x Age factors (May Subd Geog)
- \$x Alternative treatment (May Subd Geog)
- \$x Animal models (May Subd Geog)
- \$x Ayurvedic treatment (May Subd Geog)
- \$x Chemoprevention (May Subd Geog)
- \$x Chemotherapy (May Subd Geog)

H 1150 Pattern Headings: Diseases

\$x Chemotherapy \$x Complications (*May Subd Geog*)
\$x Chiropractic treatment¹ (*May Subd Geog*)
\$x Complications² (*May Subd Geog*)
\$x Cryosurgery³ (*May Subd Geog*)
\$x Cryotherapy (*May Subd Geog*)
\$x Cytodiagnosis (*May Subd Geog*)
\$x Cytopathology³
\$x Diagnosis (*May Subd Geog*)
\$x Diet therapy (*May Subd Geog*)
\$x Diet therapy \$v Recipes
\$x Differentiation therapy (*May Subd Geog*)
\$x Dosimetric treatment (*May Subd Geog*)
\$x Eclectic treatment (*May Subd Geog*)
\$x Endocrine aspects
\$x Endoscopic surgery³ (*May Subd Geog*)
\$x Environmental aspects (*May Subd Geog*)
\$x Epidemiology
\$x Etiology
\$x Exercise therapy (*May Subd Geog*)
\$x Gene therapy (*May Subd Geog*)
\$x Genetic aspects
\$x Histopathology
\$x Homeopathic treatment (*May Subd Geog*)
\$x Hormone therapy (*May Subd Geog*)
\$x Hormone therapy \$x Complications (*May Subd Geog*)
\$x Hospitals (*May Subd Geog*)
\$x Imaging³ (*May Subd Geog*)
\$x Immunodiagnosis (*May Subd Geog*)
\$x Immunological aspects
\$x Immunotherapy (*May Subd Geog*)
\$x Interventional radiology³ (*May Subd Geog*)
\$x Intraoperative radiotherapy (*May Subd Geog*)
\$x Laser surgery³ (*May Subd Geog*)
\$x Law and legislation⁴ (*May Subd Geog*)
\$x Magnetic resonance imaging³ (*May Subd Geog*)
\$x Microbiology (*May Subd Geog*)
\$x Molecular aspects
\$x Molecular diagnosis (*May Subd Geog*)
\$x Mortality⁵ (*May Subd Geog*)
\$x Nursing (*May Subd Geog*)

Pattern Headings: Diseases H 1150

\$x Nutritional aspects (May Subd Geog)
\$x Palliative treatment (May Subd Geog)
\$x Pathogenesis⁶
\$x Pathophysiology³
\$x Patients⁷ (May Subd Geog)
\$x Photochemotherapy (May Subd Geog)
\$x Phototherapy (May Subd Geog)
\$x Physical therapy (May Subd Geog)
\$x Prevention
\$x Prevention \$x Needs assessment (May Subd Geog)
\$x Prognosis (May Subd Geog)
\$x Psychological aspects⁸
\$x Psychosomatic aspects (May Subd Geog)
\$x Radioimmunoimaging (May Subd Geog)
\$x Radioimmunotherapy (May Subd Geog)
\$x Radionuclide imaging³ (May Subd Geog)
\$x Radiotherapy (May Subd Geog)
\$x Radiotherapy \$x Complications (May Subd Geog)
\$x Relapse² (May Subd Geog)
\$x Religious aspects
\$x Religious aspects \$x Baptists, [Catholic Church, etc.]
\$x Religious aspects \$x Buddhism, [Christianity, etc.]
\$x Reoperation³ (May Subd Geog)
\$x Reporting (May Subd Geog)
\$x Risk factors (May Subd Geog)
\$x Seasonal variations (May Subd Geog)
\$x Serodiagnosis (May Subd Geog)
\$x Sex factors (May Subd Geog)
\$x Spectroscopic imaging³ (May Subd Geog)
\$x Surgery³ (May Subd Geog)
\$x Surgery \$x Complications^{2,3} (May Subd Geog)
\$x Surgery \$x Nursing³ (May Subd Geog)
\$x Susceptibility (May Subd Geog)
\$x Thermotherapy (May Subd Geog)
\$x Tomography³ (May Subd Geog)
\$x Transmission (May Subd Geog)
\$x Treatment (May Subd Geog)
\$x Treatment \$x Complications (May Subd Geog)
\$x Ultrasonic imaging³ (May Subd Geog)
\$x Vaccination (May Subd Geog)

H 1150 Pattern Headings: Diseases

\$x Vaccination \$x Complications² (*May Subd Geog*)

NOTES

¹Not established under **Cancer** or **Tuberculosis**. Use under other diseases and conditions as appropriate, for example, **Backache–Chiropractic treatment**.

²Further subdivide the subdivisions **–Complications**, **–Relapse**, **–Surgery–Complications**, and **–vaccination–Complications** by other subdivisions from this list as appropriate.

³Do not use **–Cryosurgery**, **–Cytopathology**, **–Endoscopic surgery**, **–Imaging**, **–Interventional radiology**, **–Laser surgery**, **–Magnetic resonance imaging**, **–Pathophysiology**, **–Radionuclide imaging**, **–Reoperation**, **–Spectroscopic imaging**, **–Surgery**, **–Tomography**, or **–Ultrasonic imaging** under headings of the type *[part of the body]–Diseases*. Instead assign *[part of the body]–Cryosurgery*, *[part of the body]–Pathophysiology*, *[part of the body]–Surgery*; etc. (cf. H 1164).

⁴See H 1154.5 for further subdivisions used under legal topics.

⁵Use the heading *[disease]–Mortality* instead of *[disease]–Patients–Mortality*.

⁶Not established under **Cancer**; use **Carcinogenesis** instead.

⁷Do not use **–Patients** under headings for chronic or disabling conditions for which separate headings for the afflicted persons have been established, for example, use **Blind** [*not Blindness–Patients*]; **Chronically ill** [*not Chronic diseases–Patients*]; **Deaf** [*not Deafness–Patients*]; **Mentally ill** [*not Mental illness–Patients*]. See H 1100 for further subdivisions used under classes of persons.

⁸Use the heading *[disease]–Psychological aspects* instead of *[disease]–Patients–Psychology*. Do not use the subdivision **–Psychological aspects** under headings for psychological conditions or psychoses (e.g., **Manic-depressive illness**).

Pattern Headings: Industries H 1153

PATTERNS: Construction industry; Retail trade

TYPES OF HEADINGS COVERED BY THE PATTERN: Headings for types of industries, including service industries as well as those based on commodities, manufactured goods, or natural resources. *Examples:* **Animal industry; Cobalt industry; Electronic industries; Food industry and trade; Gardening equipment industry; High technology industries; Laundry industry; Lumber trade; Macadamia nut industry; Wedding supplies and services industry.** Also included are headings which represent industries but do not explicitly include the term **industry**, for example, **Aeronautics, Commercial** and **Tourism**. The category does not include names of individual businesses or corporations, nor the general heading **Industries**. For subdivisions used under the names of individual businesses or corporations, see H 1105. Establish new subdivisions under **Construction industry**, if possible. If that is not possible, establish them under **Retail trade**.

CONFLICTS: Any subdivision listed here can be used as a free-floating subdivision under any heading belonging to the category if it is appropriate and no conflict exists in the subject authority file. Subject authority records may exist for headings employing variant phrases or subdivisions equivalent to subdivisions on this list.

LC practice:

If an exceptional variant form is to be retained, make a UF reference from the equivalent free-floating subdivision form following the procedures in H 195 if the reference does not yet exist. Otherwise, submit a proposal to change the variant form along with all bibliographic records requiring correction following the procedures in H 193.

*Note: Most form subdivisions coded \$v in this list may also be used as topical subdivisions coded \$x when assigned to works **about** the form (see H 1075, sec. 1.d.).*

\$x Accidents (May Subd Geog)
\$x Accounting
\$x Accounting \$x Law and legislation¹ (May Subd Geog)
\$x Appropriate technology (May Subd Geog)
\$x Auditing
\$x Automation
\$x Capital investments (May Subd Geog)
\$x Capital productivity (May Subd Geog)
\$x Certification (May Subd Geog)
\$x Communication systems
\$x Corrupt practices (May Subd Geog)
\$x Cost control

H 1153 Pattern Headings: Industries

- \$x Cost effectiveness
- \$x Costs
- \$x Credit ratings
- \$x Customer services (*May Subd Geog*)
- \$x Defense measures (*May Subd Geog*)
- \$x Deregulation (*May Subd Geog*)
- \$x Dust control (*May Subd Geog*)
- \$x Econometric models
- \$x Electric equipment (*May Subd Geog*)
- \$x Electronic equipment (*May Subd Geog*)
- \$x Employees²
- \$x Employees \$x Diseases (*May Subd Geog*)
- \$x Employees \$x Effect of technological innovations on (*May Subd Geog*)
- \$x Employees \$x Health and hygiene (*May Subd Geog*)
- \$x Employees \$v Job descriptions (*May Subd Geog*)
- \$x Employees \$x Legal status, laws etc.¹ (*May Subd Geog*)
- \$x Employees \$x Medical care (*May Subd Geog*)
- \$x Employees \$x Pensions (*May Subd Geog*)
- \$x Employees \$x Pensions \$x Law and legislation¹ (*May Subd Geog*)
- \$x Employees \$x Supply and demand (*May Subd Geog*)
- \$x Employees \$x Training of (*May Subd Geog*)
- \$x Energy conservation (*May Subd Geog*)
- \$x Energy consumption (*May Subd Geog*)
- \$x Environmental aspects (*May Subd Geog*)
- \$x Equipment and supplies³
- \$x Estimates⁴ (*May Subd Geog*)
- \$x Finance
- \$x Finance \$x Law and legislation¹ (*May Subd Geog*)
- \$x Fires and fire prevention (*May Subd Geog*)
- \$x Foreign ownership
- \$x Fume control (*May Subd Geog*)
- \$x Government ownership (*May Subd Geog*)
- \$x Government policy (*May Subd Geog*)
- \$x Health aspects (*May Subd Geog*)
- \$x Industrial capacity (*May Subd Geog*)
- \$x Information resources management (*May Subd Geog*)
- \$x Information services
- \$x Information services \$x Law and legislation¹ (*May Subd Geog*)
- \$x Information technology (*May Subd Geog*)
- \$x Insurance (*May Subd Geog*)

Pattern Headings: Industries H 1153

\$x Insurance \$x Law and legislation¹ (*May Subd Geog*)
\$v Inventories⁵
\$x Inventory control (*May Subd Geog*)
\$x Job vacancies (*May Subd Geog*)
\$x Labor productivity (*May Subd Geog*)
\$x Law and legislation¹ (*May Subd Geog*)
\$x Licenses (*May Subd Geog*)
\$x Licenses \$x Fees (*May Subd Geog*)
\$x Location (*May Subd Geog*)
\$x Management
\$x Management \$x Employee participation (*May Subd Geog*)
\$x Management \$x Employee participation \$x Law and legislation¹ (*May Subd Geog*)
\$x Materials management (*May Subd Geog*)
\$x Mergers (*May Subd Geog*)
\$x Military aspects (*May Subd Geog*)⁶
\$x Noise
\$x Ownership (*May Subd Geog*)
\$x Personnel management
\$x Planning
\$x Political activity (*May Subd Geog*)
\$x Power supply (*May Subd Geog*)
\$x Prices⁷ (*May Subd Geog*)
\$x Prices \$x Government policy⁷ (*May Subd Geog*)
\$x Prices \$x Law and legislation^{1,7} (*May Subd Geog*)
\$x Privatization (*May Subd Geog*)
\$x Production control (*May Subd Geog*)
\$x Production standards (*May Subd Geog*)
\$x Quality control
\$v Records and correspondence
\$x Risk management (*May Subd Geog*)
\$x Safety measures
\$x Safety regulations¹ (*May Subd Geog*)
\$x Sanitation (*May Subd Geog*)
\$x Seasonal variations (*May Subd Geog*)
\$x Security measures (*May Subd Geog*)
\$x Self-regulation (*May Subd Geog*)
\$x Social aspects (*May Subd Geog*)
\$v Specifications⁸ (*May Subd Geog*)
\$x Standards (*May Subd Geog*)
\$x State supervision (*May Subd Geog*)

H 1153 Pattern Headings: Industries

\$x Statistical methods
\$x Statistical services
\$x Subcontracting (*May Subd Geog*)
\$x Subsidies (*May Subd Geog*)
\$x Technological innovations (*May Subd Geog*)
\$v Telephone directories
\$v Trademarks
\$x Vertical integration (*May Subd Geog*)
\$x Vocational guidance (*May Subd Geog*)
\$x Waste disposal (*May Subd Geog*)
\$x Waste minimization (*May Subd Geog*)
\$x Water-supply

NOTES

¹See H 1154.5 for further subdivisions used under legal topics.

²See H 1100 for further subdivisions used under classes of persons.

³Not valid under **Construction industry**.

⁴Not established under **Construction industry** or **Retail trade**. Use under other industries as appropriate for estimates of the cost of construction, installation, etc., or the carrying out of a task to completion, for example, **Aerospace industries–Estimates**.

⁵Not valid under **Retail trade**.

⁶ Not valid under headings for military-related industries (e.g., **Defense industries**; **Military fiber optics industry**)

⁷Not valid under **Retail trade**. Use the subdivision **–Prices** under headings for products, merchandise, etc. Use under the heading for an industry only when one general heading for the products of that industry is lacking.

⁸Use under an industry only in those cases where discussion of specifications is not limited to a single product of the industry. Use under headings for products, merchandise, etc., for specifications of single products, etc.

II. AUTHOR GROUP SUBDIVISIONS: *(Continued)*

- \$x Protestant authors
- \$x Puritan authors
- \$x Pushto authors
- \$x Quaker authors
- \$x Romanian authors
- \$x Scottish authors
- \$x Sindhi authors
- \$x South Asian authors
- \$x Swami-Narayani authors
- \$x Turkic authors
- \$x Turkish authors
- \$x Ukrainian authors
- \$x Welsh authors
- \$x White authors
- \$x Women authors
- \$x Yoruba authors

III. TOPICAL AND FORM SUBDIVISIONS:

The following free-floating subdivisions may also be used under period subdivisions from sec. I, or author group subdivisions from sec. II with the noted exceptions. They may also be used after headings for literary genres with geographic subdivisions.

*Note: Most form subdivisions coded \$v in this list may also be used as topical subdivisions coded \$x when assigned to works **about** the form (see H 1075, sec. 1.d.).*

- \$v Adaptations
- \$x African influences²
- \$x American influences²
- \$x Appreciation *(May Subd Geog)*
- \$x Arab influences²
- \$x Asian influences²
- \$v Audio adaptations
- \$x Australian influences²
- \$v Bibliography
- \$x Brazilian influences²
- \$x Buddhist influences²

H 1156 Pattern Headings: Literatures

III. TOPICAL AND FORM SUBDIVISIONS: (Continued)

- \$x Caribbean influences²
- \$x Celtic influences²
- \$x Censorship (May Subd Geog)
- \$x Chinese influences²
- \$x Christian influences²
- \$v Chronology
- \$x Classical influences²
- \$v Concordances
- \$x Confucian influences²
- \$x Criticism, Textual
- \$x Czech influences²
- \$x Egyptian influences²
- \$x English influences³
- \$x European influences²
- \$x Explication
- \$v Film adaptations
 - Film and video adaptations, see --Film adaptations*
- \$x Finnish influences²
- \$x First editions
- \$x First editions \$v Bibliography
- \$z Foreign countries⁴
- \$z Foreign countries \$x History and criticism⁴
- \$x Foreign influences²
- \$x French influences²
- \$x Galician influences²
- \$x German influences²
- \$x Greek influences²
- \$x Hebrew influences²
- \$x History and criticism
- \$x History and criticism \$x Theory, etc.
- \$x Hungarian influences²
- \$v Illustrations
- \$x Indian influences²
- \$x Indic influences²
- \$x Iranian influences²
- \$x Irish influences²
- \$x Islamic influences²

III. TOPICAL AND FORM SUBDIVISIONS: (Continued)

- \$x Italian influences²
- \$x Japanese influences²
- \$x Latin American influences²
- \$x Manuscripts
- \$x Mayan influences²
- \$x Medieval influences
- \$x Mediterranean influences²
- \$x Memorizing
- \$x Mexican influences²
- \$x Minangkabau influences²
- \$v Musical settings
- \$x Musical settings \$x History and criticism
- \$x Mycenaean influences²
- \$x Northern Thai influences²
- \$x Old Norse influences²
- \$x Periodization
- \$x Persian influences²
- \$x Polish influences²
- \$x Portuguese influences²
- \$x Provençal influences²
- \$x Publishing (May Subd Geog)
- \$x Roman influences²
- \$x Romanian influences²
- \$x Russian influences²
- \$x Sanskrit influences²
- \$x Scandinavian influences²
- \$x Scottish influences²
- \$x Shamanistic influences
- \$x Slavic influences²
- \$x Slovak influences²
- \$x Sources
- \$x Soviet influences²
- \$x Spanish influences²
- \$v Stories, plots, etc.
- \$x Taoist influences²
- \$v Television adaptations
- \$x Thai influences²

H 1156 Pattern Headings: Literatures

III. TOPICAL AND FORM SUBDIVISIONS: (Continued)

\$x Themes, motives

\$v Translations

\$x Translations \$x History and criticism

\$v Translations into French, [German, etc.]

\$x Translations into French, [German, etc.] \$x History and criticism

\$x Turkic influences²

\$x Ukrainian influences²

\$x Urdu influences²

\$x Uzbek influences²

\$x West Indian influences²

\$x Western influences²

\$x Yiddish influences²

NOTES

¹Not valid under headings for American literature or its genres.

²Not valid under period subdivisions or under headings for literatures identified in the subdivision.

³Not established under **English literature**. Use under other literatures as appropriate. Not valid under period subdivisions.

⁴Not valid under subdivisions for periods, groups of authors, or places.

Pattern Headings: Military Services H 1159

- \$x Transport service
- \$x Transportation
- \$x Trials of vessels
- \$x Uniforms
- \$x Unit cohesion
- \$x Vocational guidance (*May Subd Geog*)
- \$x Wage fixing
- \$x Warrant officers¹
- \$x Watch duty
- \$x Weapons systems
- \$x Women¹
- \$x Women's reserves
- \$x Yeomen¹

NOTES

¹See H 1100 for further subdivisions used under classes of persons.

²Use only under air forces; use **–Shore patrol** under navies; use **–Military police** under other military services.

³For countries in which the artillery, cavalry, or infantry is an organized unit, assign the corporate body name heading as an additional heading for discussions of the corporate or organizational aspects of the body. See explanation on p. 2.

⁴Do not use under air forces. For ground support, use **–Ground support** under air forces. For job descriptions, use **–Job descriptions** under air forces.

⁵Use for collective biographies that include various categories of individuals associated with the military service, for example, a collective biography of the officers and enlisted personnel of a service. For biographies limited to a specific category of individuals associated with a military service, use **–Biography** under the specific subdivision, for example, **–African Americans**; **–Nurses**; **–Officers**; etc.

⁶Do not use under *[place]*–**Armed Forces**; use **Military chaplains**–*[place]* or **Gays in the military**–*[place]*.

⁷Not established under any branch of the United States armed forces. Use only under the military services of countries having colonial forces, for example, **Great Britain. Army–Colonial forces**; **Spain. Ejército–Colonial forces**.

⁸Do not use under navies; use **–Provisioning** under navies.

⁹See H 1078 for instructions on dates in subdivisions for specific events.

¹⁰See H 1154.5 for further subdivisions used under legal topics.

H 1159 Pattern Headings: Military Services

¹¹Use only under air forces; use **–Aviation–Ground support** under other military services.

¹²The subdivision **–History–Revolution, 1775-1783** is not valid under **United States. Army.** Use **United States. Continental Army–History** instead.

¹³Do not use under **[place]–Armed Forces**; use **Military decorations–[place]**.

¹⁴Do not use under **[place]–Armed Forces**; use **Military capital–[place]**.

¹⁵Do not use under air forces or navies; use **–Air police** under air forces; use **–Shore patrol** under navies.

¹⁶Do not use under armies, navies, and other branches of the armed forces. Use only under **[place]–Armed Forces** and under names of government agencies responsible for the operation of individual military services, for example, **United States. Dept. of the Army–Officials and employees.**

¹⁷Use only under navies; use **–Commissariat** under other military services.

¹⁸The subdivision **–Recruiting, enlistment, etc.–Revolution, 1775-1783** is not valid under **United States. Army.** Use **United States. Continental Army–Recruiting, enlistment, etc.** instead.

¹⁹Use only under navies; use **–Air police** under air forces; use **–Military police** under other military services.

²⁰Do not use under **[place]–Armed Forces**; use **Military social work–[place]**.

Pattern Headings: Plants and Crops H 1180

\$x Seeds \$v Identification
\$x Seeds \$x Marketing
\$x Seeds \$x Morphology
\$x Seeds \$x Packaging (*May Subd Geog*)
\$x Seeds \$x Physiology (*May Subd Geog*)
\$x Seeds \$x Postharvest technology (*May Subd Geog*)
\$x Seeds \$x Predators of (*May Subd Geog*)
\$x Seeds \$x Processing (*May Subd Geog*)
\$x Seeds \$x Production (Biology) (*May Subd Geog*)
\$x Seeds \$x Quality (*May Subd Geog*)
\$x Seeds \$x Storage (*May Subd Geog*)
\$x Seeds \$x Testing
\$x Seeds \$x Viability (*May Subd Geog*)
\$x Selection (*May Subd Geog*)
\$x Sensory evaluation (*May Subd Geog*)
\$x Shelling (*May Subd Geog*)
\$x Shelling \$x Machinery (*May Subd Geog*)
\$x Showing (*May Subd Geog*)
\$x Silage (*May Subd Geog*)
\$x Silica content (*May Subd Geog*)
\$x Size (*May Subd Geog*)
\$x Soils (*May Subd Geog*)
\$x Somatic embryogenesis (*May Subd Geog*)
\$x Sowing (*May Subd Geog*)
\$x Spacing (*May Subd Geog*)
\$x Spores² (*May Subd Geog*)
\$x Spores \$x Morphology²
\$x Speciation (*May Subd Geog*)
\$x Storage (*May Subd Geog*)
\$x Storage \$x Climatic factors (*May Subd Geog*)
\$x Storage \$x Diseases and injuries (*May Subd Geog*)
\$x Technological innovations (*May Subd Geog*)
\$x Temperature (*May Subd Geog*)
\$x Therapeutic use (*May Subd Geog*)
\$x Therapeutic use \$x Side effects (*May Subd Geog*)
\$x Thermal properties (*May Subd Geog*)
\$x Thinning (*May Subd Geog*)
\$x Threshing (*May Subd Geog*)
\$x Threshing \$x Machinery (*May Subd Geog*)

H 1180 Pattern Headings: Plants and Crops

\$x Toxicology (*May Subd Geog*)
\$x Training (*May Subd Geog*)
\$x Transplanting (*May Subd Geog*)
\$x Transplanting \$x Machinery (*May Subd Geog*)
\$x Transportation (*May Subd Geog*)
\$x Transportation \$x Diseases and injuries (*May Subd Geog*)
\$x Type specimens (*May Subd Geog*)
\$x Ultrastructure
\$x Utilization (*May Subd Geog*)
\$x Varieties (*May Subd Geog*)
\$x Variation² (*May Subd Geog*)
\$x Vegetative propagation (*May Subd Geog*)
\$x Vertical distribution² (*May Subd Geog*)
\$x Virus diseases (*May Subd Geog*)
\$x Viruses (*May Subd Geog*)
\$x Vitality (*May Subd Geog*)
\$x Water requirements (*May Subd Geog*)
\$x Weed control (*May Subd Geog*)
\$x Wounds and injuries (*May Subd Geog*)
\$x Wounds and injuries \$x Diagnosis (*May Subd Geog*)
\$x Yields (*May Subd Geog*)

NOTES

¹Use **-Breeding** for the controlled mating and selection of plants by humans, usually for the purpose of improving the species or variety. Use **-Reproduction** for the physiological processes by which plants generate offspring of the same kind.

²Not established under **Corn**. Use under other plants as appropriate, for example, **Grasses-Conservation; Forest plants-Effect of browsing on; Aquatic plants-Effect of dredging on; Helophytes-Effect of water levels on; Aquatic plants-Population regeneration; Grasses-Population viability analysis; Grasses-Reintroduction; Trees-Seedlings-Effect of browsing on; Ferns-Spores; Grasses-Variation; Phytoplankton-Vertical distribution.**

³See H 1154.5 for further subdivisions used under legal topics.

⁴Use **-Reproduction** for the physiological processes by which plants generate offspring of the same kind. Use **-Breeding** for the controlled mating and selection of plants by humans, usually for the purpose of improving the species or variety.

Pattern Headings: Land Vehicles H 1195

- \$x Fuel systems
- \$x Fuel systems \$x Vapor lock
- \$x Fuel tanks
- \$x Gas producers (May Subd Geog)
- \$x Grilles
- \$x Handling characteristics (May Subd Geog)
- \$x Heating and ventilation (May Subd Geog)
- \$x Horns
- \$x Hydraulic equipment
- \$x Ignition
- \$x Ignition \$x Electronic systems
- \$x Inspection (May Subd Geog)
- \$x Instrument panels
- \$x Instrument panels \$x Padding
- \$x Instruments
- \$x Instruments \$x Display systems
- \$x Interiors (May Subd Geog)
- \$x Lateral stability
- \$x Law and legislation¹ (May Subd Geog)
- \$x Licenses (May Subd Geog)
- \$x Licenses \$x Fees (May Subd Geog)
- \$x Lighting (May Subd Geog)
- \$x Lighting \$x Law and legislation¹ (May Subd Geog)
- \$x Locks
- \$x Lubrication
- \$x Maintenance and repair
- \$x Maintenance and repair \$x Law and legislation¹ (May Subd Geog)
- \$x Marketing
- \$x Materials (May Subd Geog)
- \$x Materials \$x Dynamic testing (May Subd Geog)
- \$x Misfueling (May Subd Geog)
- \$x Models (May Subd Geog)
- \$x Models \$x Finishing (May Subd Geog)
- \$x Models \$x Radio control (May Subd Geog)
- \$x Motors
- \$x Motors \$x Bearings (May Subd Geog)
- \$x Motors \$x Camshafts
- \$x Motors \$x Carburetors
- \$x Motors \$x Combustion (May Subd Geog)

H 1195 Pattern Headings: Land Vehicles

\$x Motors \$x Computer control systems (*May Subd Geog*)
\$x Motors \$x Control systems
\$x Motors \$x Cooling (*May Subd Geog*)
\$x Motors \$x Cooling systems (*May Subd Geog*)
\$x Motors \$x Crankshafts
\$x Motors \$x Cylinder blocks
\$x Motors \$x Cylinder heads (*May Subd Geog*)
\$x Motors \$x Cylinders
\$x Motors \$x Electronic fuel injection systems
\$x Motors \$x Exhaust gas (*May Subd Geog*)
\$x Motors \$x Exhaust gas \$x Law and legislation¹ (*May Subd Geog*)
\$x Motors \$x Exhaust systems
\$x Motors \$x Fuel injection systems
\$x Motors \$x Knock (*May Subd Geog*)
\$x Motors \$x Lubrication systems (*May Subd Geog*)
\$x Motors \$x Modification (*May Subd Geog*)
\$x Motors \$x Mufflers
\$x Motors \$x Mufflers \$x Acoustic properties (*May Subd Geog*)
\$x Motors \$x Oil filters
\$x Motors \$x Parts (*May Subd Geog*)
\$x Motors \$x Pistons and piston rings
\$x Motors \$x Soundproofing (*May Subd Geog*)
\$x Motors \$x Superchargers
\$x Motors \$x Thermodynamics
\$x Motors \$x Timing belts (*May Subd Geog*)
\$x Motors \$x Turbochargers
\$x Motors \$x Valves (*May Subd Geog*)
\$x Motors \$x Vibration (*May Subd Geog*)
\$x Motors (Compressed-gas) (*May Subd Geog*)
\$x Motors (Diesel)
\$x Motors (Diesel) \$x Exhaust gas (*May Subd Geog*)
\$x Motors (Diesel) \$x Exhaust systems (*May Subd Geog*)
\$x Motors (Diesel) \$x Turbochargers (*May Subd Geog*)
\$x Motors (Liquid nitrogen) (*May Subd Geog*)
\$x Motors (Two-stroke cycle)
\$x Occupant restraint systems (*May Subd Geog*)
\$x Off-road operation (*May Subd Geog*)
\$x Painting (*May Subd Geog*)
\$x Parts (*May Subd Geog*)
\$x Parts \$x Law and legislation¹ (*May Subd Geog*)
\$x Performance (*May Subd Geog*)

Pattern Headings: Land Vehicles H 1195

- \$x Pneumatic equipment
- \$x Pollution control devices
- \$x Pollution control devices \$x Law and legislation¹ (*May Subd Geog*)
- \$x Power trains (*May Subd Geog*)
- \$x Prices (*May Subd Geog*)
- \$x Prices \$x Law and legislation¹ (*May Subd Geog*)
- \$x Protection (*May Subd Geog*)
- \$x Radiator ornaments
- \$x Radiators
- \$x Radio antennas
- \$x Radio equipment
- \$x Radio equipment \$x Security measures (*May Subd Geog*)
- \$x Registration and transfer (*May Subd Geog*)
- \$x Registration and transfer \$x Fees (*May Subd Geog*)
- \$x Retarders (*May Subd Geog*)
- \$x Riding qualities (*May Subd Geog*)
- \$x Rollover protective structures (*May Subd Geog*)
- \$x Safety appliances (*May Subd Geog*)
- \$x Scrapping (*May Subd Geog*)
- \$x Seat belts
- \$x Seat belts \$x Law and legislation¹ (*May Subd Geog*)
- \$x Seats (*May Subd Geog*)
- \$x Serial numbers
- \$x Service life (*May Subd Geog*)
- \$x Shock absorbers
- \$x Sizes (*May Subd Geog*)
- \$x Skidding (*May Subd Geog*)
- \$x Snow protection and removal (*May Subd Geog*)
- \$x Speed
- \$x Spray control (*May Subd Geog*)
- \$x Springs and suspension (*May Subd Geog*)
- \$x Stability
- \$x Starting devices (*May Subd Geog*)
- \$x Steering-gear
- \$x Tires
- \$x Tires \$x Inflation pressure
- \$x Tires \$x Repairing (*May Subd Geog*)
- \$x Towing (*May Subd Geog*)
- \$x Traction (*May Subd Geog*)

H 1195 Pattern Headings: Land Vehicles

- \$x Transaxles
- \$x Transmission devices
- \$x Transmission devices, Automatic
- \$x Transmission devices, Automatic \$x Parts (*May Subd Geog*)
- \$x Transportation (*May Subd Geog*)
- \$x Transportation \$x Law and legislation¹ (*May Subd Geog*)
- \$x Upholstery (*May Subd Geog*)
- \$x Vibration (*May Subd Geog*)
- \$x Welding (*May Subd Geog*)
- \$x Wheels
- \$x Wheels \$x Alignment (*May Subd Geog*)
- \$x Wheels \$x Balancing (*May Subd Geog*)
- \$x Windows and windshields (*May Subd Geog*)
- \$x Windows and windshields \$x Law and legislation¹ (*May Subd Geog*)

NOTE

¹See H 1154.5 for further subdivisions used under legal topics.

Pattern Headings: Wars H 1200

- \$x Claims
- \$x Collaborationists^{1,3} (*May Subd Geog*)
- \$x Collectibles³ (*May Subd Geog*)
- \$x Commando operations³ (*May Subd Geog*)
- \$x Communications
- \$x Concentration camps³ (*May Subd Geog*)
- \$x Confiscations and contributions³ (*May Subd Geog*)
- \$x Conscientious objectors^{1,3} (*May Subd Geog*)
- \$x Conscript labor³ (*May Subd Geog*)
- \$x Cossacks^{1,3} (*May Subd Geog*)
- \$x Counterfeit money³ (*May Subd Geog*)
- \$x Cryptography
- \$x Deception³ (*May Subd Geog*)
- \$x Desertions³ (*May Subd Geog*)
- \$x Destruction and pillage³ (*May Subd Geog*)
- \$x Diplomatic history⁴
- \$x Draft resisters^{1,3} (*May Subd Geog*)
- \$x Economic aspects³ (*May Subd Geog*)
- \$x Education and the war, [revolution, etc.]²
- \$x Electronic intelligence³ (*May Subd Geog*)
- \$x Engineering and construction
- \$x Environmental aspects³ (*May Subd Geog*)
- \$x Equipment and supplies
- \$x Evacuation of civilians³ (*May Subd Geog*)
- \$x Finance³ (*May Subd Geog*)
- \$x Fire fighters^{1,3} (*May Subd Geog*)
- \$x Flags
- \$x Food supply³ (*May Subd Geog*)
- \$x Forced repatriation
- \$x Foreign public opinion⁵
- \$x Foreign public opinion, Austrian, [British, etc.]⁵
- \$x Forest warfare
- \$x Fuel supplies
- \$x Gays^{1,3} (*May Subd Geog*)
- \$x German Americans¹
- \$v Gift books
- \$x Governments in exile
- \$x Graffiti
- \$x Health aspects³ (*May Subd Geog*)

H 1200 Pattern Headings: Wars

- \$x Historiography
- \$x Hospitals³ (*May Subd Geog*)
- \$x Hostages^{1,3} (*May Subd Geog*)
- \$x In bookplates
- \$x Indians¹
- \$x Influence
- \$x Italian Americans¹
- \$x Japanese Americans¹
- \$x Jews^{1,3} (*May Subd Geog*)
- \$x Journalism, Military³ (*May Subd Geog*)
- \$x Journalists¹
- \$x Jungle warfare
- \$x Language
- \$x Law and legislation^{3,6} (*May Subd Geog*)
- \$x Libraries
- \$x Literature and the war, [revolution, etc.]²
- \$x Logistics³ (*May Subd Geog*)
- \$x Manpower³ (*May Subd Geog*)
- \$x Mass media and the war, [revolution, etc.]²
- \$x Medals³ (*May Subd Geog*)
- \$x Medical care³ (*May Subd Geog*)
- \$x Mexican Americans¹
- \$x Military currency³ (*May Subd Geog*)
- \$x Military intelligence³ (*May Subd Geog*)
- \$x Missing in action^{1,3} (*May Subd Geog*)
- \$x Monuments³ (*May Subd Geog*)
- \$x Moral and ethical aspects³ (*May Subd Geog*)
- \$x Motion pictures and the war, [revolution, etc.]²
- \$x Museums³ (*May Subd Geog*)
- \$x Music and the war, [revolution, etc.]²
- \$x Name
- \$x Naval operations
- \$x Naval operations \$x Submarine
- \$x Naval operations, American, [British, etc.]
- \$x Occupied territories
- \$v Pamphlets
- \$x Participation, African American, [Indian, etc.]⁷
- \$x Participation, Buddhist, [Muslim, etc.]⁷
- \$x Participation, Communist⁷

Pattern Headings: Wars H 1200

- \$x Participation, Female⁷
- \$x Participation, Foreign^{5,7}
- \$x Participation, Gay⁷
- \$x Participation, German, [Irish, Swiss, etc.]^{5,7}
- \$x Participation, Immigrant⁷
- \$x Participation, Jewish⁷
- \$x Participation, Juvenile⁷
- \$x Peace
- \$v Personal narratives⁸
- \$x Personal narratives \$x History and criticism
- \$v Personal narratives, American, [French, etc.]⁸
- \$x Personal narratives, American, [French, etc.] \$x History and criticism
- \$v Personal narratives, Confederate⁸
- \$x Personal narratives, Confederate \$x History and criticism
- \$v Personal narratives, Jewish⁸
- \$x Personal narratives, Jewish \$x History and criticism
- \$x Photography
- \$v Pictorial works
- \$v Portraits
- \$x Postal service
- \$x Press coverage³ (*May Subd Geog*)
- \$x Prisoners and prisons
- \$x Prisoners and prisons, British, [German, etc.]⁹
- \$x Prizes, etc.
- \$x Propaganda
- \$x Prophecies
- \$x Protest movements³ (*May Subd Geog*)
- \$x Psychological aspects
- \$x Public opinion
- \$x Radar
- \$x Radio broadcasting and the war, [revolution, etc.]²
- \$x Reconnaissance operations
- \$x Reconnaissance operations, American, [German, etc.]
- \$x Refugees¹ (*May Subd Geog*)
- \$x Regimental histories^{3,10} (*May Subd Geog*)
- \$v Registers
- \$v Registers of dead³ (*May Subd Geog*)
- \$x Religious aspects
- \$x Religious aspects \$x Baptists, [Catholic Church, etc.]

H 1200 Pattern Headings: Wars

- \$x Religious aspects \$x Buddhism, [Christianity, etc.]
- \$x Religious aspects \$x Protestant churches
- \$x Reparations
- \$x Repatriation of war dead (*May Subd Geog*)
- \$x Riverine operations³ (*May Subd Geog*)
- \$x Riverine operations, American, [British, etc.]³ (*May Subd Geog*)
- \$x Science³ (*May Subd Geog*)
- \$x Scouts and scouting
- \$x Search and rescue operations³ (*May Subd Geog*)
- \$x Secret service³ (*May Subd Geog*)
- \$v Sermons
- \$x Social aspects³ (*May Subd Geog*)
- \$v Songs and music¹¹
- \$v Songs and music \$v Texts
- \$x Sounds
- \$v Sources
- \$x Tank warfare
- \$x Technology
- \$x Television and the war, [revolution, etc.]²
- \$x Territorial questions³ (*May Subd Geog*)
- \$x Theater and the war, [revolution, etc.]²
- \$x Transportation³ (*May Subd Geog*)
- \$v Treaties
- \$x Trench warfare
- \$x Trophies
- \$x Tunnel warfare³ (*May Subd Geog*)
- \$x Underground literature³ (*May Subd Geog*)
- \$x Underground movements³ (*May Subd Geog*)
- \$x Underground movements \$x Museums³ (*May Subd Geog*)
- \$x Underground printing plants³ (*May Subd Geog*)
- \$x Unknown military personnel¹
- \$x Unknown military personnel, American, [British, etc.]¹
- \$x Veterans^{1,3} (*May Subd Geog*)
- \$x Veterinary service³ (*May Subd Geog*)
- \$x War work³ (*May Subd Geog*)
- \$x War work \$x American Legion
- \$x War work \$x Boy Scouts
- \$x War work \$x Catholic Church, [Methodist Church, etc.]
- \$x War work \$x Churches

Pattern Headings: Wars H 1200

\$x War work \$x Elks
\$x War work \$x Girl Scouts
\$x War work \$x Red Cross
\$x War work \$x Salvation Army
\$x War work \$x Schools
\$x War work \$x Young Men's Christian associations
\$x War work \$x Young Women's Christian associations
\$x Women^{1,3} (*May Subd Geog*)

NOTES

¹See H 1100 for further subdivisions used under classes of persons.

²Complete the subdivision by repeating the generic term for the type of engagement contained in the heading, for example, **Spain–History–Civil War, 1936-1939–Art and the war**; **United States–History–Revolution, 1775-1783–Literature and the revolution**; **Romania–History–Peasants' Uprising, 1907–Theater and the uprising**; **Vietnam War, 1961-1975–Motion pictures and the conflict**; **Yugoslav War, 1991-1995–Radio broadcasting and the war**; **France–History–Revolution, 1789-1799–Television and the revolution**.

³For instructions on geographic subdivision, see sec. 1.

⁴Use only under wars established directly under the name of the war. For other wars, use [*country*]**–Foreign relations–[period]**.

⁵Do not use under the headings: **World War, 1914-1918**; **World War, 1939-1945**.

⁶See H 1154.5 for further subdivisions used under legal topics.

⁷For instructions on the use of the subdivision **–Participation, [...]**, see sec. 2 and sec. 3.a.

⁸The subdivisions **–Personal narratives** and **–Personal narratives** with national or ethnic qualifiers may also be used under headings for battles that are parts of wars. For instructions on the use of **–Personal narratives**, see H 1928.

⁹When this subdivision is qualified by nationality, the qualifier refers to the country controlling the prisons and holding the prisoners of war.

¹⁰For instructions on the use of the subdivision **–Regimental histories**, see H 1995.

¹¹Do not further subdivide **–Songs and music** by **–History and criticism**. Use **–Music and the war, [revolution, etc.]** instead.

1. Art by more than one artist. (Continued)

c. Place of origin. Use geographic subdivision to show the place of origin of the art for the following types of headings: art form with national, ethnic or religious qualifier; art form with period qualifier (except qualifier **Modern**); headings for style or movement.

Examples:

```
650 #0 $a Portrait painting, American $z New England.
650 #0 $a Painting, Basque $z Spain $z Bilbao.
650 #0 $a Hindu art $z India $z Madras.
650 #0 $a Sculpture, Ancient $z Middle East.
650 #0 $a Romanticism in art $z Europe.
650 #0 $a Futurism (Art) $z Italy.
```

Do not subdivide by place if:

- the heading has a qualifier for the nationality of the artists and that qualifier implies the same place as the origin of the art. *Example:*

```
650 #0 $a Painting, French.
[not 650 #0 $a Painting, French $z France]
```

To bring out special locations in countries, however, subdivide the qualified heading by place, for example, **Painting, French–France–Paris**.

- the heading has a qualifier for ethnic group and the place of origin is identical to the entire native area of the group.

```
650 #0 $a Art, Maori.
[not 650 #0 $a Art, Maori $z New Zealand]
```

- the heading for place is implied by the heading assigned to bring out the period, for example, **Art, Medieval**, which stands for the art of medieval Europe, so that no further indication of Europe is necessary.

H 1250 Art and Fine Art

1. Art by more than one artist. (Continued)

d. Historical period. For works about art of a particular period assign a heading that reflects the chronological focus of the work. The most commonly used headings for historical periods are headings for art form with period qualifier and/or subdivision; headings for art form qualified by place or ethnic group with period subdivision; or headings for style or movement. If a period art heading cannot be formulated for a particular title, use other types of headings to express the period, such as history headings, names of dynasties, etc.

(1) Modern period (post 1500).

(a) Art of particular places or ethnic groups. Assign a heading for the art form with the appropriate national, regional, or ethnic qualifier, using established chronological subdivisions or subdivisions from the free-floating lists of subdivisions in H 1148. For works on the modern period in general (1500 to present) assign the national, regional, or ethnic heading without period subdivision. If geographic subdivision is used to show a specific locality, the geographic subdivision precedes any chronological subdivision. *Examples:*

650 #0 \$a Landscape painting, Austrian \$y 20th century.
650 #0 \$a Art, Japanese \$z Japan \$z Tokyo \$y Edo period, 1600-1868.

(b) Art not limited by place or ethnic group. Assign a heading for the art form without qualifier (or with the qualifier **Modern**), including further century subdivision as appropriate. Omit this heading if a heading assigned for style or movement implies the art form and the period or century. *Examples:*

650 #0 \$a Sculpture, Modern.
650 #0 \$a Drawing \$y 17th century.

1. Art by more than one artist.

i. Examples. (Continued)

Title: German expressionism from Milwaukee collections : an exhibition of paintings, drawings, prints, and sculpture.

650 #0 \$a Art, German \$y 20th century \$v Exhibitions.

650 #0 \$a Expressionism (Art) \$z Germany \$v Exhibitions.

650 #0 \$a Art \$z Wisconsin \$z Milwaukee \$v Exhibitions.

Title: 1969 acquisitions of the Pasadena Art Museum : an exhibition of modern painting, sculpture, drawings, prints, and photography.

650 #0 \$a Art, Modern \$y 20th century \$v Exhibitions.

650 #0 \$a Art \$z California \$z Pasadena \$v Exhibitions.

610 20 \$a Pasadena Art Museum \$v Exhibitions.

Title: The cultural avant-garde of the 70s in Quebec : art, music, literature and theater.

650 #0 \$a Arts, French-Canadian \$z Québec (Province) \$y 20th century.

650 #0 \$a Avant-garde (Aesthetics) \$z Québec (Province) \$x History \$y 20th century.

Title: Catalog of sculptured portraits of Greek statesmen in the J. Paul Getty Museum.

650 #0 \$a Portrait sculpture, Greek \$v Catalogs.

650 #0 \$a Portrait sculpture, Ancient \$z Greece \$v Catalogs.

650 #0 \$a Statesmen \$z Greece \$x Portraits \$v Catalogs.

650 #0 \$a Portrait sculpture \$z California \$z Malibu \$v Catalogs.

610 20 \$a J. Paul Getty Museum \$v Catalogs.

Title: Painting in Europe, 800 to 1200.

650 #0 \$a Painting, Medieval.

Title: Prints & drawings : a pictorial history.

650 #0 \$a Prints \$x History.

650 #0 \$a Drawing \$x History.

H 1250 Art and Fine Art

1. Art by more than one artist.

i. Examples. (Continued)

Title: Jewish artists in Britain, 1900-1945.

650 #0 \$a Art, British \$y 20th century.

650 #0 \$a Jewish art \$z Great Britain.

Title: Religious symbolism in the art of 13th century France.

650 #0 \$a Art, French \$y 13th century.

650 #0 \$a Art, High Gothic \$z France.

650 #0 \$a Christian art and symbolism \$z France
\$y Medieval, 500-1500.

2. Art by a single artist.

a. General. Assign the name of the artist as the first heading to works that deal with several examples of art by a single artist. Use free-floating subdivisions from H 1110 as appropriate. Assign additional headings for style or movement, theme, location, and ownership in accordance with the instructions for art by more than one artist. If the work being cataloged includes biographical information assign also any headings required for that aspect in accordance with instructions in H 1330.

b. Artists as illustrators. Do not assign art subject headings to the work if all three of the following conditions occur: (1) the artist's work is used for illustration; (2) the main entry is the author of the text; and (3) the artist is not the subject of the text.

c. Examples.

Title: Rembrandt's drawings.

600 00 \$a Rembrandt Harmenszoon van Rijn,
\$d 1606-1669.

Title: Kenneth Clark discusses Rembrandt's drawings.

600 00 \$a Rembrandt Harmenszoon van Rijn, \$d 1606-1669
\$x Criticism and interpretation.

*Title: Edvard Munch, expressionist artist, 1900-1940 : an exhibition of
drawings, paintings and prints.*

600 10 \$a Munch, Edvard, \$d 1863-1944 \$v Exhibitions.

650 #0 \$a Expressionism (Art) \$z Norway
\$v Exhibitions.

2. *Art by a single artist.*

c. *Examples. (Continued)*

Title: Kunisada, an artist in the Kabuki theatre : an exhibition of the Japanese prints in the Antell Collection.

600 10 \$a Utagawa, Toyokuni, \$d 1786-1865
\$v Exhibitions.
650 #0 \$a Kabuki in art \$v Exhibitions.
600 10 \$a Antell, H. F. \$x Art collections
\$v Exhibitions.
650 #0 \$a Color prints \$x Private collections
\$z Finland \$z Helsinki \$v Exhibitions.

Title: Giacometti's Paris : lithographs.

600 10 \$a Giacometti, Alberto, \$d 1901-1966.
651 #0 \$a Paris (France) \$v In art.

Title: Clyde Connell : the art and life of a Louisiana woman.

600 10 \$a Connell, Clyde, \$d 1901-1998.
650 #0 \$a Sculptors \$z Louisiana \$v Biography.

Title: Paul Klee's paintings in the Phillips Collection : a catalog.

600 10 \$a Klee, Paul, \$d 1879-1940 \$v Catalogs.
650 #0 \$a Painting \$z Washington (D.C.) \$v Catalogs.
610 20 \$a Phillips Collection \$v Catalogs.

Title: Auguries of innocence.

[poetry by William Blake; wood engravings by Leonard Baskin]
[no subject]

Title: Eight aquatints by Shirley Jones illustrating eight passages from Beowulf.

[main entry under Jones]

600 10 \$a Jones, Shirley.
630 00 \$a Beowulf \$v Illustrations.

H 1250 Art and Fine Art

3. *Single art works.*

a. Rules for assignment of headings. Assign the name of the art work as the first subject heading to works about a single art work. Assign as additional headings the same types of headings that would be assigned to works about art by a single artist. Assign headings for location and ownership only when this information is easily found in the work being cataloged. Do not do research in other sources specifically to determine location or ownership.

b. Examples.

Title: Ernst, Pietà or revolution by night.

600 10 \$a Ernst, Max, \$d 1891-1976. \$t Pietà.
650 #0 \$a Surrealism \$z Germany.
650 #0 \$a Painting \$z England \$z London.
610 20 \$a Tate Gallery.

Title: The Venus de Milo.

630 00 \$a Venus de Milo.
650 #0 \$a Aphrodite (Greek deity) \$x Art.
650 #0 \$a Marble sculpture \$z France \$z Paris.
610 20 \$a Musée du Louvre.

Title: The seated Lincoln.

600 10 \$a French, Daniel Chester, \$d 1850-1931. \$t Lincoln.
600 10 \$a Lincoln, Abraham, 1809-1865 \$x Statues \$z Washington (D.C.)
650 #0 4a Marble sculpture \$z Washington (D.C.)
650 #0 \$a Lincoln Memorial (Washington, D.C.)

2. References.

b. Broader terms.

(1) Battles as events in wars. (Continued)

Add the 551 (broader term) field **[place]–History–[name of war]–Campaigns** and, if appropriate, **[place]–History–[period subdivision]** for a battle that is part of a war established under **[place]–History**. Do not further subdivide **[place]–History– [period subdivision]** by **–Campaigns**. *Example:*

```
150 ## $a Franklin, Battle of, Franklin, Tenn., 1864
551 ## $w g $a Tennessee $x History $y Civil War,
      1861-1865
551 ## $w g $a United States $x History $y Civil
      War, 1861-1865 $x Campaigns
```

In cases where a heading has been established for a specific campaign, for example, **Maryland Campaign, 1864**, do not use the heading as a broader term for the individual battles that were part of the campaign.

(2) Battles not identified with wars. Add the 551 (broader term) field [place]–History–[period subdivision] for a battle that is not part of a war. Example:

```
150 ## $a Hastings, Battle of, England, 1066
551 ## $w g $a Great Britain $x History
      $y William I, 1066-1087
```

(3) American Indian battles. Add the 550 (broader term) field [name of Indian tribe]–Wars, [date] and, if appropriate, [place]–History or [place]–History–[period subdivision] for an Indian battle that is part of a particular Indian war. Example:

```
150 ## $a Dull Knife Battle, Wyo., 1876
550 ## $w g $a Cheyenne Indians $x Wars, 1876
551 ## $w g $a Wyoming $x History
```

H 1285 Battles

2. References.

b. Broader terms.

(3) American Indian battles. (Continued)

Add the 550 (broader term) field **Indians of [. . .]-Wars-[country or first order political division]** and, if appropriate, the 551 (broader term) field **[place]-History** or **[place]-History-[period subdivision]** for an Indian battle that is not part of a particular Indian war. *Example:*

```
150 ## $a Adobe Walls, Battle of, Tex., 1874
550 ## $w g $a Indians of North America $x Wars
      $z Texas
551 ## $w g $a Texas $x History $y 1846-1950
```

3. Assignment of headings.

a. General works on individual battles. Assign the heading for the battle, adding a form subdivision, if appropriate. Do not assign a heading for **[name of war]-Campaigns-[place]** or for **[place]-History-[name of war]-Campaigns** since this aspect is covered by the reference structure for individual battles.

b. Special topics.

(1) Topical subdivisions not used under individual battles. Do not use topical subdivisions under names of individual battles. For works on a special topic pertaining to a battle that is part of a war, assign as an additional heading the name of the war at its broadest level subdivided by the appropriate topical subdivision in accordance with H 1200.

(2) Persons, topics, time periods, localities. Assign additional headings, if necessary, to bring out individual persons, special topics, time periods, or local history.

4. *References. (Continued)*

b. Broader term references. Add 550 (broader term) fields from the next broader level in the hierarchy of genus, family, order, class, phylum, or division.

Even if the species and genus are both established in the Latin form and both begin with the same word, add the heading for the genus as a 550 (broader term) field in the record for the heading for the species.

Whenever necessary, establish the name of the next broader level in order to make the broader term reference.

Make an additional broader term reference for any intermediate group common name, such as butterflies or trout, if it exists. For example, a moth family name would have both BT **Lepidoptera** and BT **Moths**. Do not establish common name groups solely to make references.

5. *Geographic subdivision of names.* Authorize geographic subdivision for headings for animals and plants in Latin or common names at any taxonomic level following the procedures in H 200 sec. 5.

6. *Classification numbers.* Provide classification numbers in 053 fields of records for animal and plant headings following the procedures in H 200 sec. 6, as specifically as the QL (Zoology) and QK (Botany) schedules allow, which is usually at the family level. Also provide classification numbers from the SB (Plant culture), SD (Forestry), and SF (Animal culture) schedules for crops, pests, domestic animals, and pets when specific numbers exist in those schedules. Because it is possible for works about many animals and plants to class in either Q or S, depending on context, generally supply qualifiers for the classification numbers. Use **(Zoology)** or **(Protozoology)** for QL and **(Botany)**, **(Algology)**, or **(Mycology)** for QK.

7. *Nonprint (OMIT) headings.* Formerly, Latin names below the order level were omitted from printing in *Library of Congress Subject Headings*. All Latin names are now established in the subject authority file. Some headings that were not printed when they were first established were later printed because they were generated by their use as a BT for another heading. These computer-generated headings lack appropriate reference structure and classification numbers and should be revised as necessary when they are encountered.

H 1332 Biological Names

8. *Animal and plant culture.*

a. Form of name. Establish names of domestic animal breeds and cultivated plant varieties in English, if possible. Establish such names in the singular unless they are group names for several breeds or varieties, such as **Hounds** or **Melons**.

b. Authorities for names. Seek authority for the name in the lists of breeds or varieties published by societies or government agencies such as the American Kennel Association or the United States Department of Agriculture, or in other standard reference sources.

c. References. Make UF references from synonymous names and broader term references from group names.

d. Geographic subdivision of names. Authorize domestic animal breeds and cultivated plant varieties for geographic subdivision, for example, **Hereford cattle–Texas**; **Broccoli– California**.

9. Animals with proper names. Establish headings for proper names of individual animals that have become publicly known, such as pets of famous people, animal performers, zoo animals, etc. Qualify such names in parentheses by the type of animal and make a BT from the generic heading for the type of animal. Do not bring out by means of BT references particular aspects of the animal, such as breed or special use. Do not divide headings for individual named animals by place. *Examples:*

```
150 ## $a Dan Patch (Race horse)
550 ## $w g $a Horses
```

```
150 ## $a Miss Baker (Monkey)
550 ## $w g $a Monkeys
```

```
150 ## $a Flipper (Dolphin)
550 ## $w g $a Dolphins
```

```
150 ## $a Morris (Cat)
550 ## $w g $a Cats
```


Buildings and Other Structures H 1334

BACKGROUND: *This instruction sheet provides guidelines for establishing and assigning names of buildings and other structures as subject headings. The following types of entities are covered by these guidelines:*

*Bridges
Buildings and building complexes (castles, houses, city halls, etc.)
Building details (windows, doors, domes, rooms)
Fortresses
Gates
Monuments
Plazas
Tunnels
Walls*

In the case of structures that house corporate bodies, the provisions of this instruction sheet apply to those structures known by different names from the organizations that occupy them. Generally, when a building is known by the same name as the corporate body that occupies it, a corporate name heading is established for the body and that name heading is used as a subject heading for works about either the organization or the building. Typical cases include buildings such as churches, schools, hospitals, libraries, prisons, etc. Exceptions to this general rule are occasionally made on a case-by-case basis when there are special circumstances warranting an exception.

1. Existing headings. If an established heading for a structure is needed for cataloging new material and it does not conform to the guidelines in this instruction sheet, change it as necessary. Follow the procedures in H 193.

2. Form of entry.

a. Model:

```
1XX X# $a [name of structure] ([geographic qualifier])
4XX X# $a [alternate name(s)] ([geographic
qualifier])
550 ## $w g $a [type of structure] $z [country, or first
order division]
```

Do not add a broader term of the type **[name of city]–Buildings, structures, etc.**; instead, assign a heading of that type to the work being cataloged, as described in sec. 7, below.

b. Tagging. Consult the list of Group 2 headings in H 405 for the appropriate MARC tag to use for the type of structure proposed.

H 1334 Buildings and Other Structures

2. *Form of entry.* (Continued)

c. Entry term. Enter the heading for a particular building or structure directly under its own name, in uninverted form, and qualify it by the name of the geographic entity in which the structure is located. Also enter structures in cities directly under name rather than under the name of the city. For a building known by its street address rather than a name, use the address, for example, **Number 10 Downing Street (London, England)**. For building details, see sec. 5, below.

Do not formulate a heading for a named structure that consists solely of a generic term with a geographic qualifier unless there is evidence that this is also the *proper* name of the structure.

d. Language.

(1) *Post-1500 entities.* Establish the name of a structure built after 1500 in the vernacular of the country in which it is located.

(2) *Pre-1500 entities.* If the name of a structure of pre-1500 origin has become firmly established in an English form in English language usage, establish it in this English form. Determine this by consulting those English language reference sources that are readily available.

Do not treat informal generic references to the structure (such as "a castle in [...]"), as justification for establishing its name in English. If no firmly established English form exists, establish the name in the vernacular of the country in which it is located.

(3) *Provisional headings.* If, according to the above rules, the vernacular form is required but cannot be found either in the work being cataloged or in readily available reference sources, use the form found in the work being cataloged. In a 670 field, provide a brief explanation, such as **Established in English; vernacular form not found**. Add a 952 field with the word **Provisional**. When preparing the record to be assigned to a tentative list, the Data Integrity Section will code for "Provisional" in field 008/33 (the **Level of Establishment** box on the 008 input screen for authority records in the LC ILS). If, when cataloging a subsequent work for which the heading is required, the vernacular form is found, submit a proposal to change the established heading to the proper form and to remove the "provisional" coding, changing it to "fully established" (code **a** in field 008/33).

3. *Geographic qualifier.*

a. General.

(1) **Single jurisdiction.** For a structure located wholly within a single jurisdiction, construct the geographic qualifier by placing the name of the jurisdiction in a single set of parentheses after the name of the structure.

(2) **Two jurisdictions.** For a structure in two jurisdictions, use the names of the two jurisdictions separated by the word **and**; add the names alphabetically unless the structure is located principally in one of the jurisdictions, in which case add the name of that jurisdiction as the first of the two names.

(3) **More than two jurisdictions.** For a structure in more than two jurisdictions, omit the geographic qualifier.

(4) **Latest name of jurisdiction.** Use only the latest form of the name when designating a jurisdiction in the qualifier.

(5) **Form of name to use.** The form of name used in the qualifier is the form as established in the name authority file, with these exceptions:

- certain place names are abbreviated in a qualifier (see H 810 for the list of authorized abbreviations)
- qualifying terms such as **(Province)**, **(State)**, **(Federation)**, **(Extinct city)**, etc., are omitted
- a place name qualified by the name of a larger place retains that qualifier when the smaller place is itself used as a qualifier, substituting a comma and a space for parentheses. For example, **Chicago (Ill.)** becomes **(Chicago, Ill.)**.

H 1334 Buildings and Other Structures

3. *Geographic qualifier.* (Continued)

b. Structure outside a city.

(1) **General.** Use the name of the country in which the structure is located as the geographic qualifier, except for the countries listed below.

<u>Country</u>	<u>Qualifier</u>
Australia	state name
Canada	province name
Great Britain	constituent country name
Malaysia	state name
United States	state name

Note: For a list of the first order divisions of these countries and the form used in qualifiers, see H 810.

(2) **Islands.** For a structure located on an individual island but outside a city, qualify according to the rules for qualifying entities on islands (see H 810, sec. 2.d.).

c. Structure in a city. Use as a qualifier the name of the city in which the structure is located, as established in the name authority file.

If there are two or more structures with the same name in the same city add, after the name of the city, a space, a colon, another space, and a street name, to create a distinctive heading, for example, **Apollo Theater (New York, N.Y. : 125th Street)** and **Apollo Theatre (New York, N.Y. : 42nd Street)**. In situations where structures of the same name successively occupied the same site, add date spans to the qualifier, for example, **Minnesota State Capitol (Saint Paul, Minn. : 1883-1905)** and **Minnesota State Capitol (Saint Paul, Minn. : 1905-)**.

3. Geographic qualifier.

c. *Structure in a city.* (Continued)

Structures in London, England. For a structure located in the original City of London or one of the inner boroughs, use the qualifier (**London, England**), for example, **Buckingham Palace (London, England)**. The inner boroughs of London are Camden, Greenwich, Hackney, Hammersmith and Fulham, Islington, Kensington and Chelsea, Lambeth, Lewisham, Southwark, Tower Hamlets, Wandsworth, and the City of Westminster. For a structure located in one of the outer boroughs, use as a qualifier the borough name as established in the name authority file, for example, **Hampton Court (Richmond upon Thames, London, England)**.

d. Temporary exhibition buildings. For temporary buildings associated with a particular exhibition, exposition, world's fair, etc., qualify by the name of the exhibition as established in the name authority file, substituting commas for any colons or parentheses that are part of the name heading. Do not separately subfield code the qualifier or any elements of it. *Examples:*

Name heading for exposition:

111 2# \$a Exposition internationale \$d (1937 : \$c Paris,
France)

Exhibition building:

110 2# \$a Pavillon de l'Espagne (Exposition internationale,
1937, Paris, France)

Name heading for exposition:

111 2# \$a New York World's Fair \$d (1964-1965)

Exhibition building:

110 2# \$a New Jersey Tercentenary Pavilion (New York World's
Fair, 1964-1965)

H 1334 Buildings and Other Structures

3. *Geographic qualifier.* (Continued)

e. Bridges and tunnels. For bridges and tunnels that link either two cities or a city with another jurisdiction or area, use as the geographic qualifier the name of the city with which the structure is predominantly associated, for example, **Golden Gate Bridge (San Francisco, Calif.)**. If the structure is associated equally with both, use both, in alphabetical order, for example, **Westerscheldetunnel (Goes and Terneuzen, Netherlands); Mária Valéria Híd (Esztergom, Hungary, and Štúrovo, Slovakia)**.

f. Conflict. In the case where the heading for a structure constructed according to these rules would be the same as the heading for some other entity, the heading for the structure must be altered in some way to make it unique. There are two possible techniques:

- add the name of a smaller jurisdiction such as the county to the qualifier
- designate the kind of structure involved by adding, following the place in the qualifier, an appropriate generic term in English, for example, **(France : Castle)**. In the absence of a conflict, do not add a designating term merely to explain the nature of the structure.

Generally, use the first technique when the conflicting entities are of the same type, for example, two buildings. Use the second technique when the conflicting entities are of different types, for example, a city and a building, or when the first technique will not resolve the conflict. For conflicting entities within a single city, see sec. 3.c., above.

4. *References.*

a. UF references.

(1) Variant forms of name. Add 4XX fields from variant and alternative forms of the name found while conducting authority research, including any earlier names, appropriate vernacular forms if the name is established in English, or the English form if the name is established in the vernacular.

Buildings and Other Structures H 1334

4. References.

a. UF references. (Continued)

(2) **Translating and rearranging elements.** If an English form is not found and if a vernacular heading includes a generic term for which there is a clear English equivalent, translate the generic term. Rearrange the words in the heading to bring the proper name portion into the first position, if necessary. *Example:*

```
110 2# $a Castillo de Ponferrada (Ponferrada, Spain)
410 2# $a Ponferrada Castle (Ponferrada,
      Spain)
```

(3) **Proper name in the initial position.** If the name of the structure as established in the heading has a generic term rather than a proper name in the first position, add a 4XX field with the name inverted in such a way as to bring the proper name into the first position. However, omit this inverted 4XX field if any of the other 4XX fields in straight order begin with the same word. *Example:*

```
110 2# $a Castillo de Ponferrada (Ponferrada, Spain)
410 2# $a Ponferrada Castle (Ponferrada,
      Spain)
```

Do not add the following 410 since the first 410 begins with the same word:

```
[410 2# $a Ponferrada, Castillo de (Ponferrada,
      Spain)]
```

(4) **Buildings established as street addresses.** Do not add a 4XX field with the numeral of the street address spelled out, unless that form is actually found in the item being cataloged or in other sources that were consulted. *Example:*

```
110 2# $a 2040 Union Street (San Francisco, Calif.)
```

Do not add the following 410s unless these forms are found in the item being cataloged or in other sources:

```
[410 2# $a Twenty forty Union Street (San Francisco
      Calif.) ]
[410 2# $a Two thousand four hundred Union Street
      San Francisco (Calif.)]
```

H 1334 Buildings and Other Structures

4. References.

b. Broader terms. Consult recent subject authority records whose references have been evaluated to determine patterns for the appropriate 5XX (broader term) field to add for *[type of structure]*. In late 1984, the implementation of new policies for creating BTs resulted in many changes in reference patterns for named buildings, structures, etc. The most significant of these are listed below.

Note: For information on the geographic subdivision used in broader term references for structures (shown by the notation [place] in the examples below), see H 375.

Public buildings. The broader term **Public buildings-[place]** is made only for those public buildings for which it is not possible to construct a broader term *[specific type of building]-[place]* because their only function is to house government offices.

Bridges. Make the broader term **Bridges-[country, or first order political division]**. The construction type of the bridge, for example, **Suspension bridges**, is not brought out as a broader term. The body of water the bridge spans is not brought out as a broader term.

Dwellings. The broader term **Architecture, Domestic-[place]** is no longer made. Instead, **Architecture, Domestic-[place]** is assigned as a heading to architectural studies of a particular dwelling. Because of the subjective nature of determining what is a mansion, use **Dwellings-[place]** rather than **Mansions-[place]** for dwellings that may be described as mansions.

Official residences of heads of government or other officials. Two broader terms are added: **Official residences-[place]** and *[type of head of government or official]-Dwellings-[place]*.

Historic buildings. Do not add a broader term **Historic buildings-[place]**. Instead add a broader term *[specific type of building]-[place]*.

Temporary exhibition buildings. Add a broader term **Exhibition buildings-[place]**. Do not add a broader term from the name heading for the exhibition.

Comics and Comic Characters H 1430

BACKGROUND: *For works that consist of selections from a comic strip or single panel cartoon, as well as for works about a comic strip or cartoon, it is descriptive cataloging policy to provide an added entry for the title of the strip or cartoon when that title differs from the title of the work being cataloged, and to justify the added entry by means of a note if necessary. Descriptive catalogers are responsible for establishing these headings. It is subject cataloging policy to assign a genre/form term to selections from a comic strip or single-panel cartoon, and to graphic novels; headings to bring out their subject content are assigned only in limited circumstances, as described below. Subject headings are routinely assigned only to works about such strips or cartoons, or about graphic novels.*

This instruction sheet provides guidelines for assigning genre/form headings and subject headings to represent the content of graphic novels and selections from strips and cartoons; and also for assigning subject headings to works about individual comic strips, single panel cartoons, and comic characters. For classification of comic books and graphic novels, see F 565.

1. Graphic novels, comic strips, and single panel cartoons.

a. Selections of comic strips or cartoons and original works of fiction, including graphic novels. Assign one of two genre/form headings in a 655 field with second indicator 0: **Comic books, strips, etc.**, or **Graphic novels**. Consider to be a comic book:

- A collection or selection of comic strips or cartoons;
- A comic book cataloged as a serial; or,
- Selected issues of serial comics that have been collected and republished as monographs.

Consider to be a graphic novel any work created specifically for the publication in hand and that is complete, or intended to be complete, in one or more volumes.

In case of doubt, assign **Comic books, strips, etc.**

Assign subject headings according to the following guidelines, which follow general principles for fiction presented in H 1790, sec. 4.

(1) Biographical fiction. Assign the heading **[name of biographee]–Comic books, strips, etc.**

H 1430 Comics and Comic Characters

1. *Graphic novels, comic strips, and single panel cartoons.*

a. Selections of comic strips or cartoons and original works of fiction, including graphic novels. (Continued)

(2) *Historical fiction.* Assign the headings for specific historical events, periods, etc., with the subdivision **-Comic books, strips, etc.**, e.g. **World War, 1939-1945- Comic books, strips, etc.**, **San Francisco Earthquake and Fire, Calif., 1906- Comic books, strips, etc.**

Do not assign a heading of this type when the event or period is merely the backdrop of the story. Assign it only when the event or period is the principal focus of the work.

Interpret the term **historical fiction** broadly to include works about entities such as movements, corporate bodies or other jurisdictions, camps, parks, structures, geographical features other than regions, ethnic groups, disasters, categories of events, etc.

(3) *Animal stories.* Assign the heading **Animals-Comic books, strips, etc.** to individual works about animals in general. For a work about a specific type of animal, assign a heading for the type of animal with the subdivision **-Comic books, strips, etc.**, e.g. **Horses-Comic books, strips, etc.**

(4) *Assignment of additional form headings.* When using **-Comic books, strips, etc.** as a form subdivision, do not add or interpose other form subdivisions.

The form subdivision **-Comic books, strips, etc.** denotes both fiction and non-fiction works.

b. Works about graphic novels, comic strips or cartoons. Assign the authorized heading for a graphic novel, comic strip or single panel cartoon to works about such cartoons. Do not use the subdivision **-History and criticism**.

2. *Comic characters.*

a. Establishing headings for individual characters. Establish new headings for individual characters in graphic novels, comic strips or single panel cartoons under their names with the qualifier (**Fictitious character**), for example, **Snoopy (Fictitious character)**. See H 1610 for detailed instructions.

BACKGROUND: *For the purposes of this instruction sheet, an event is defined as something noteworthy that occurs or occurred in a certain place during a discrete interval of time. A specific event may be brought out in subject headings in one of several ways, depending on the nature of the event. Most commonplace, day-to-day events are generic or not significant enough to be referred to by specific names. Works about such events are usually assigned subject headings of the type [topic]–[place]–History, for example, **Dust storms–Illinois–History**. Guidance in assigning headings for events of this type is provided in H 1560, **Disasters, riots, demonstrations, etc.** and H 1647, **History**, which should be consulted in addition to this instruction sheet. Some major events are of such significance that they become known by conventional proper names. These may be either unique events that occurred only one time and in one place, for example, **Haymarket Square Riot, Chicago, Ill., 1886**, or events that are repetitive in nature and occur on a regular or irregular basis in a single place or in various places, for example, **Miss America Pageant; Tournament of Roses; Daytona 500 (Automobile race); Athens Black-eyed Pea Jamboree**.*

Before August 1996, events such as conferences, exhibitions, shows, fairs, and formally organized festivals were established in the name authority file as meeting names tagged 111, while other events, including contests, parades, athletic competitions, and folk festivals were established in the subject authority file as topical headings tagged 150. In 1995, the Task Force on Name Versus Subject Authorities of the Program for Cooperative Cataloging considered the issue of headings for events and recommended that those events that are (1) formally convened; (2) directed toward a common goal; (3) capable of being reconvened; and (4) have formal names, locations, dates, and durations that can be determined in advance of the event be established in the name authority file under the provisions of AACR2 Chapter 24 and LCRI 24.7 and 24.8, and be tagged as 111. Those events that generally cannot be repeated and have no formal names but are commonly referred to by generic terms, or acquire names after the fact, should continue to be established in the subject authority file. In August 1996, these recommendations were put into effect.

*This instruction sheet contains guidelines for transferring from the subject authority file to the name authority file those headings for events that were established according to the provisions in force prior to August 1996, and for establishing as subject headings those events that are governed by subject cataloging conventions as either phrases or subdivisions under names of persons, corporate bodies, or places. This instruction sheet does not cover informal festivals that are characterized as feasts, folk celebrations, or holidays, such as **Christmas**. Guidelines for establishing some specific types of events are contained in other instruction sheets. For instructions on establishing names of individual battles, see H 1285; for instructions on disasters, riots, demonstrations, and hurricanes, see H 1560; for instructions on strikes and lockouts, see H 2100; for instructions on trials, see H 2228.*

H 1592 Events

1. *Categories of events established as subject headings.* The following is a list of the types of events that are established in the subject authority file according to the guidelines in this instruction sheet. When established as phrase headings entered directly under their own names, headings for individual events of these types are tagged **150**.

Accidents	Natural disasters
Assassinations	Political incidents, affairs, scandals
Bombings, explosions	Purges
Coronations	Reigns, rules
Cruises, flights	Riots, demonstrations
Cultural revolutions	Sieges, blockades
Epidemics, famines	Special days, weeks, months, years,
Fires	decades, umbrella terms for events that
Funerals	are composed of multiple individual
Hijackings	public celebrations, pageants,
Imprisonments	anniversaries
Inaugurations	Strikes
Massacres	Trials
Military engagements, raids, battles,	Uprisings, mutinies
wars, revolutions, occupations,	Weddings
invasions, operations	

2. *Categories of events established as name headings.* The following is a list of events established in the name authority file according to the provisions of AACR2 Chapter 24 and LCRI 24.7 and 24.8. They are tagged **111**.

Athletic contests	Folk festivals and celebrations
Competitions	Games (Events)
Conferences	Meetings
Contests	Parades
Exhibitions	Public celebrations, pageants, anniversaries
Expeditions, Military, that are not	Races (Contests)
military engagements, see sec. 1,	Shows (Exhibitions)
above	Sporting events
Expeditions, Scientific	Tournaments
Expositions	
Fairs	
Festivals and celebrations	

3. General rule for name headings. Search both the name authority file and subject authority file to determine whether a heading for an individual event of a type listed in sec. 2 is already established. If a heading for the event exists in the name authority file in AACR2 form, assign it as a subject heading. If a heading exists in the subject authority file, transfer the heading to the name authority file according to the procedures in LCRI 24.7 and 24.8, or request a descriptive cataloger to do so. Submit a proposal to delete the subject authority record following the provisions of H 193, sec. 14 and H 193.5. If a heading does not exist in either file, establish the event in the name authority file or request a descriptive cataloger to do so.

4. Event headings in phrase form. The majority of events of the type listed in sec. 1 are established as phrase headings directly under their own names, according to the following model:

```
150 ## $a [name of event], [name of jurisdiction or locality],  
      [date or date span]  
450 ## $a [alternate name(s) of event], [name of  
      jurisdiction or locality], [date or date span]  
550 ## $w g $a [type of event] $z [place, if appropriate]
```

a. Name of the event. Where possible, use conventional terminology or the generally accepted name in English. If the name is unavailable in English, and it is impossible to translate the name into an acceptable equivalent in English, use the name in the vernacular.

Whenever possible, use the expression that places the substantive portion of the name in the initial position. Do not, however, invert names for this purpose unless there is a well-established pattern for doing so, as in the case of battles (cf. H 1285).

H 1592 Events

4. *Event headings in phrase form.* (Continued)

b. Name of the jurisdiction or locality.

(1) *Events in a single city.* For an event that occurred in a particular city, use the name of the city as established in the name authority file but using commas in place of parentheses. *Example:*

150 ## \$a Haymarket Square Riot, Chicago, Ill., 1886

Include the name of the city as a qualifier even if it is also part of the substantive portion of the name of the event. *Example:*

150 ## \$a Port Chicago Mutiny, Port Chicago, Calif., 1944

The name of the city used as a qualifier should reflect the situation at the time the event occurred. Use names of cities that have ceased to exist, if appropriate, but do not use a city as a qualifier if the site of the event was not within the city's boundaries at the time it occurred. When using a city as a qualifier, use the latest form of name for the city that is valid for use as a subject heading.

(2) *Events not in a single city.* For an event occurring in various cities or not in a city, use the name of the country if it occurs in a single country. If it occurs in more than one country, do not qualify by place.

For an event occurring in Canada, Great Britain, or the United States in various cities or not in a city, use the name of the province, constituent country, or state, if it is so limited. If it occurs in more than one of these first order divisions of Canada or Great Britain, use the name of the country. If it occurs in more than one state of the United States, do not qualify by place. If it occurs in more than one country, do not qualify by place.

c. *Date.* Provide the date only for a unique event. If the event spanned a period of more than one year, specify the full range of years. If it is necessary to specify a month and day in order to resolve a conflict and create a unique heading, follow the instructions provided in H 1078, sec. 3.

d. *References.* Add 450 fields with variant names and 550 (broader term) fields containing the generic heading for the type of event divided by the country where the event occurred. Since *LCSH* is an English-language subject headings list, do not as a general rule add 450 fields using non-English forms unless those forms are found in English-language sources.

5. **Chronology.** See H 1367, sec. 2 for instructions on using the subdivisions **–History–Chronology** or **–Chronology** for works containing listings of dates and events in the order of their occurrence in the history of a topic or place.

6. **Philosophy headings.** For inverted headings that begin with the word **Philosophy**, for example, **Philosophy, French**, and for headings of the type [*name of religion*] **philosophy**, for example, **Jewish philosophy**, chronological subdivisions are established directly under the heading without the interposition of the subdivision **–History**. Use the subdivision **–History** under these headings only for general historical works, not for those that deal with a specific period. Do not use the subdivision **–History–16th, [17th, 18th, etc.] century** under these headings. If a work deals with a specific period or specific century, and it is judged to be important to bring out that period or century, establish it directly under the heading, if it has not already been established.

7. **Form subdivisions.** In those instances where it is necessary to designate the history of a form, and no other provisions exist, assign the subdivision **–History** after the subdivision. Code the subdivision as an \$x subfield because it is functioning as a topical subdivision. *Example:*

Title: Development of medical periodicals.

650 #0 \$a Medicine \$x Periodicals \$x History.

Consider the following factors, however:

- **Form subdivisions that may not be used as topical subdivisions.** Certain form subdivisions may not be used as topical subdivisions because the corresponding topical aspect is designated by another subdivision. *Example:*

Form heading:

650 #0 \$a Medicine \$v Indexes.

History of the topic:

650 #0 \$a Medicine \$x Abstracting and indexing
\$x History.

- **Art form subdivisions.** By custom, art form subdivisions are not further subdivided by **–History**, including the subdivisions **–Art**, **–Portraits**, and **–Illustrations**.

H 1647 History

8. *Further subdivision by place.* Do not subdivide the subdivision **-History** by place in order to designate the history of a discipline in a particular place. Instead, as a general rule, use headings of the type:

650 \$0 \$a [*discipline*] \$z [*place*] \$x History.

Thus no distinction is normally made between the history of the discipline in a place and the history of conditions in a place. The above heading is used to designate both aspects.

*Note: For some disciplines these two aspects are separately designated. In the case of economics, for example, the heading **Economics-[place]-History** designates the history of the discipline in a place, whereas the history of economic conditions in a place is designated by the subdivision **-Economic conditions** under the name of the place. Normally, exceptional situations of this type are explained by scope notes in the subject authority file.*

9. *Subdivisions not further subdivided by -History or -History—[century].* Do not use **-History** or **-History—[century]** after the following free-floating subdivisions:

- | | |
|-------------------------------------|--------------------------------------|
| -Annexation to [. . .] | -History, Local (H 1845) |
| -Anniversaries, etc. | -History, Military |
| -Antiquities (H 1225) | -History, Naval |
| -art (H 1250) | -History of doctrines |
| -Centennial celebrations, etc. | -Illustrations (H 1659) |
| -Chronology (H 1367) | -Intellectual life |
| -Church history | -Kings and rulers (H 1574) |
| -Civilization (H 1370) | -Military policy |
| -Description and travel (H 1530) | -Military relations (H 1996) |
| -Discovery and exploration (H 1564) | -Origin |
| -Economic conditions (H 1578) | -Politics and government (H 1942) |
| -Economic policy | -Portraits (H 1250) |
| -Foreign economic relations | -Queens (H 1574) |
| -Foreign relations (H 1629) | -Relations (H 1996) |
| -Genealogy (H 1631) | -Religion (H 1997) |
| -Geography (H 1530) | -Religious life and customs (H 2016) |
| -Gold discoveries | -Rural conditions |
| -Historical geography | -Social conditions (H 2055) |
| -Historiography | -Social life and customs (H 2057) |
| -History | -Social policy |

Literature: Legends and Romances H 1795

BACKGROUND: *Descriptive catalogers are responsible for establishing uniform titles for the texts of legends and romances; subject catalogers are responsible for establishing, as subject headings, individually named characters or objects that are a part of a legend or romance. As a result, a single entity may be represented by both a uniform title in the name authority file, for example, **Lancelot** [tagged 130], and a subject heading for the character in the subject authority file, for example, **Lancelot (Legendary character)** [tagged 150]. Although both are valid for subject use, each is used for a different purpose. This instruction sheet gives guidelines for establishing subject headings for legendary characters or objects, as well as for assigning subject headings and uniform titles to texts of, and to works about, legends and romances.*

1. Establishing subject headings for legendary characters or objects. Establish legendary characters according to the following pattern:

```
150 ## $a [name of legendary figure] (Legendary character)
450 ## $a [alternative form of name, if any] (Legendary character)
550 ## $w g $a Folklore [or, if appropriate, Legends]
      $z [place]
```

For a character whose full name consists of a forename and a surname, establish the heading in inverted form with a UF reference from the straight form. Use a qualifier more specific than **(Legendary character)** only when the substantive portion of the heading is a nondistinct name, such as **Joan (Legendary Pope)**. Code the heading as *not* subdivided geographically by selecting the **Not Subd Geog** radio button on the template in the Subject Heading Proposal System.

Examples:

```
150 ## $a Bunyan, Paul (Legendary character)
450 ## $a Paul Bunyan (Legendary character)
550 ## $w g $a Folklore $z United States

150 ## $a Scheherazade (Legendary character)
450 ## $a Cheherazade (Legendary character)
450 ## $a Shahrazad (Legendary character)
450 ## $a Shahrzād (Legendary character)
450 ## $a Sheherazade (Legendary character)
550 ## $w g $a Legends $z Middle East
```

Legendary objects. Use no qualifier after headings for legendary objects, for example, **Grail**.

H 1795 Literature: Legends and Romances

2. Assignment of headings.

*Note: In carrying out the following procedures, treat headings for gods, goddesses, and mythological characters, i.e. those that are qualified (... **deity**) or (... **mythology**) in the same manner as legendary characters.*

a. Texts. Assign to literary versions of legendary tales, whether individual or collected, and whether in prose, verse, or dramatic form, the heading designating the dominant character or motif of the tale, with the form subdivision **-Legends** or **-Romances**. Use these subdivisions both under name headings for real persons, and under subject headings for legendary characters. Also assign additional headings appropriate for folklore materials (cf. H 1627) or for individual works of drama, fiction, or poetry (cf. H 1780, H 1790, H 1800).

Use **-Romances** under names of persons and legendary characters for the texts of medieval (i.e. pre-1501) European tales based chiefly on legends of chivalric love and adventure. (*Exception:* Use **Arthurian romances** as a form heading instead of **Arthur, King-Romances**.) In all other cases, including sagas, use **-Legends**. Also use these subdivisions for works that are clearly modern language retellings of legends and romances of medieval origin, with characters and plots that are essentially unaltered.

If the modern version is changed so substantially that it is, in effect, a new work, unrecognizable as a retelling of a medieval work, use instead the standard literary form subdivisions **-Fiction**, **-Drama**, **-Poetry**, or **-Literary collections**, in accordance with the provisions of H 1780, H 1790, and H 1800.

Examples:

```
650 #0 $a Ywain (Legendary character) $v Romances.  
650 #0 $a Miaoshan (Legendary character) $v Legends.  
600 00 $a Veronica, $c Saint, $d 1st cent. $v Legends.  
650 #0 $a Grail $v Legends.
```

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Moving Image Genre/Form Terms H 1913

BACKGROUND: Moving image works are defined as those created by recording moving visual images, with or without sound. Individual moving image works are usually cataloged in the Motion Picture, Broadcasting, and Recorded Sound Division (MBRS) of the Library of Congress. This instruction sheet provides special guidelines for the assignment of genre/form terms to works cataloged by MBRS. For guidelines on assigning subject headings to bring out the content of individual moving image works, see H 2230.

Note: As used in this instruction sheet and in the genre/form terms themselves, the word **films** refers to works that are originally recorded and released on motion picture film, on video, or digitally. The phrase **television programs** refers to those works that are originally telecast.

1. Assignment of genre/form terms.

a. General rule. Assign genre/form terms to both fiction and nonfiction works. Terms may be assigned from different levels of the same hierarchy if desired.

b. Limiting to fiction or non-fiction. Also assign one of the terms in the following list to each work to distinguish between fiction and nonfiction treatments of a subject:

Fiction films
Nonfiction films
Fiction television programs
Nonfiction television programs

Examples:

Title: Till the clouds roll by.
655 #7 \$a Biographical films. \$2 lcgft
655 #7 \$a Fiction films. \$2 lcgft

Title: Survivor : Thailand.
655 #7 \$a Survival television programs. \$2 lcgft
655 #7 \$a Nonfiction television programs. \$2 lcgft

Title: Harlan County, U.S.A.
655 #7 \$a Documentary films. \$2 lcgft
655 #7 \$a Nonfiction films. \$2 lcgft

H 1913 Moving Image Genre/Form Terms

1. Assignment of genre/form headings. (Continued)

c. Short films or Feature films. Additionally, for motion pictures assign either **Short films** or **Feature films** as appropriate. Short films are defined as those running less than 40 minutes, and feature films are full-length films running 40 minutes or longer.

d. Multiple genres. Assign as many genre/form terms as necessary to bring out important forms and genres to which the work belongs. *Example:*

Title: The Wizard of Oz

```
655 #7 $a Musical films. $2 lcgft
655 #7 $a Fantasy films. $2 lcgft
655 #7 $a Children's films. $2 lcgft
655 #7 $a Film adaptations. $2 lcgft
655 #7 $a Fiction films. $2 lcgft
655 #7 $a Feature films. $2 lcgft
```

e. Moving image works for people with disabilities.

(1) Hearing impaired. Assign one of two terms to moving-image works produced with captions or sign language for viewing by the hearing impaired: **Films for the hearing impaired** or **Television programs for the hearing impaired**.

Do not assign this term to works in one language with subtitles in another language if the subtitles are intended only as a translation, and not specifically as an aid for the hearing impaired.

(2) Visually impaired. Assign one of two terms to moving-image works with additional audio description provided for people with visual disabilities: **Films for people with visual disabilities** or **Television programs for people with visual disabilities**.

*Note: The terms **Video recordings for the hearing impaired** and **Video recordings for people with visual disabilities** are also provided, as an exception. Individual libraries may choose to develop local policies to assign them instead of, or in addition to, the above required terms.*

Moving Image Genre/Form Terms H 1913

2. Construction of headings.

a. General rule. All genre/form terms must be established. The process for proposing genre/form terms follows the general guidelines on the creation of subject authority records, see H 200.

b. Form of term.

(1) Use of headings already in LCSH. Before proposing a new genre/form term, search LCSH to determine whether there is a topical subject heading that is appropriate for use as a genre/form term. If there is, propose that the new genre/form term be identical to the topical heading.

Example: The work in hand is a film made by a child. The topical term **Dystopian films** exists in LCSH and can be proposed for use as a genre/form term.

(2) Construction of new terms. Create separate terms for film and television genres and forms. Prefer the formulas **[. . .] films** and **[. . .] television programs**, or **Film [. . .]** or **Television [. . .]**. If neither of the above two options is practical (e.g., due to common usage or literary warrant), then terms may be constructed by using the qualifiers **(Motion pictures)** or **(Television programs)** or by another appropriate method. *Examples:*

```
155 ## $a Horror films
155 ## $a Film adaptations
155 ## $a Rushes (Motion pictures)
155 ## $a Horror television programs
155 ## $a Television adaptations
155 ## $a Variety shows (Television programs)
```

[but 155 ## \$a Televised sports events]

H 1913 Moving Image Genre/Form Terms

2. *Construction of headings. (Continued)*

c. References. Construct references according to the following guidelines, which follow the general principles for references presented in H 370.

(1) Used for references. Add 455 fields for variant terminology and/or different forms.

(a) Television programs. Provide a reference including the phrase “television programs” for terms that have the structure [. . .] **shows**.
Example:

```
155 ## $a Television cooking shows
455 ## $a Cooking television programs
```

(2) Broader term references. Judiciously add broader term references for explicit class/class member relationships. *Examples:*

```
155 ## $a Romantic comedy films
555 ## $w g $a Comedy films
```

```
155 ## $a Cinéma vérité films
555 ## $w g $a Documentary films
```

```
155 ## $a Buddy films
555 ## $w g $a Motion pictures
```

(3) Related term references. Link through related term references those terms with meanings that overlap to some extent, or that are used somewhat interchangeably.

```
155 ## $a Disaster films
555 ## $a Survival films
```

```
155 ## $a Survival films
555 ## $a Disaster films
```


Moving Image Genre/Form Terms H 1913

2. Construction of headings. (Continued)

d. Scope notes. Add a scope note to define the meaning of the genre/form term if necessary. Consult H 400 for guidance.

```
155 ## $a Novelty films
680 ## $i This heading is used as a genre/form heading for
        whimsical or humorous short films designed to catch
        one's attention momentarily with something of a
        novel twist.
```

e. Research. Perform thorough authority research demonstrating that the word or phrase selected for the proposed term is the appropriate one. In addition to other research, cite at least one of the following sources:

Katz, Ephraim. *The film encyclopedia.*

Konigsberg, Ira. *The complete film dictionary.*

Lopez, Daniel. *Films by genre : 775 categories, styles, trends and movements defined, with a filmography for each.*

Taves, Brian. *The moving image genre-form guide.*
<<http://www.loc.gov/rr/mopic/migintro.html>>

Yee, Martha M. *Moving image materials : genre terms.*

3. MARC 21 content designation and input conventions. Library of Congress genre/form terms are recorded in field 155 in the authority format, with both indicators blank. In the bibliographic format they are recorded in field 655 with a second indicator of **7** (seven) and a \$2 subfield **lcgft**. *Example:*

```
655 #7 $a Horror films. $2 lcgft
```


Music of Ethnic, National, and Religious Groups H 1917

2. Explanation of the categories of headings listed in sec. 1.a. (Continued)

(4) **African Americans.** Do not assign headings of this type of works by African Americans unless doing so reflects explicit information on the resource being cataloged. Headings for musical type or style, etc., are generally sufficient. *Examples:*

Title: African American song.
650 #0 \$a African Americans \$v Music.

Title: Black vocal groups: complete recorded works in chronological order
650 #0 \$a Spirituals (Songs)
650 #0 \$a Gospel music.

b. Music of individual religious groups. Assign headings such as **Hindu music** to music of or general works about the music of individual religious groups. Add an appropriate subdivision to the heading for works about the music, according to the provisions of H 1160. Also assign headings for specific musical forms or genres where appropriate, for example, **Buddhist hymns**. Do not assign such headings to the music of or about Christian denominations.

c. Genre, type, or style of music.

(1) **General rule.** Assign a heading of the following broad type, with geographic subdivision:

650 #0 \$a Music.
650 #0 \$a Folk music.
650 #0 \$a Popular music.
650 #0 \$a Dance music.
650 #0 \$a Folk dance music.
650 #0 \$a Patriotic music.

Note: The practice of assigning the headings for folk music to the music of cultures where art music, popular music, or folk music, are not differentiated has been discontinued. Instead, the general term "music" is used. Headings for folk music or popular music are assigned as may be appropriate to the music of cultures that make such distinctions.

H 1917 Music of Ethnic, National, and Religious Groups

2. Explanation of the categories of headings listed in sec. 1.a. (Continued)

(2) **Additional headings.** Assign other headings as needed. *Examples:*

```
650 #0 $a Bagpipe music.
650 #0 $a Buddhist hymns.
650 #0 $a Children's songs.
650 #0 $a Flamenco music.
650 #0 $a Hunting songs.
650 #0 $a Kumiuta.
650 #0 $a Ragas.
650 #0 $a Sarod music.
650 #0 $a Satirical songs.
```

d. **Place and language.**

(1) **National groups outside their own country.** For national groups in countries other than their own, assign headings to bring out both localities.

Example:

Title: A Colorado Dutch hop sampler.

```
650 #0 $a German Americans $z Colorado $v Music.
650 #0 $a Folk music $z Colorado.
650 #0 $a Folk music $z Germany.
```

(2) **Qualification by language of text.** If the work is composed entirely or primarily of ballads, folk songs, children's songs, or songs, assign up to two headings for that form qualified by the original language of the text. Do not bring out the language into which original texts may be translated, and do not use the subdivision **-Translations into [language]** under these headings. Add a geographic subdivision if appropriate. *Examples:*

```
650 #0 $a Ballads, Irish $z Ireland.
650 #0 $a Children's songs, Swahili.
650 #0 $a Folk songs, Swedish $z Finland.
650 #0 $a Songs, Spanish.
```

However, when three or more languages are represented, do not assign a language qualifier unless the languages are related. In that case, assign the heading with a qualifier for the language group. *Examples:*

```
650 #0 $a Ballads, Slavic.
650 #0 $a Folk songs, Scandinavian.
```

BACKGROUND: Until 1981, headings for nationalities living in specific places outside their native country were formulated as *[nationality] in [place]*; a nationality living in several countries was expressed as *[nationality] in foreign countries*. Headings of the type *[nationality] in [place]* and *[nationality] in foreign countries* have been converted to *[topic]–[place]*. The geographic subdivision *–Foreign countries* has replaced the phrase *[. . .] in foreign countries*. This instruction sheet provides guidelines for establishing and assigning headings for nationalities.

1. General procedures.

a. Establishing headings for nationalities. Establish nationality headings according to the following model:

```
150 ## $a [nationality]
450 ## $a [variant form(s), if any]
550 ## $w g $a Ethnology $z [country of origin]
```

Provide for geographic subdivision of these headings by selecting the **May Subd Geog** radio button in the Subject Heading Proposal System template.

Example:

```
150 ## $a Canadians
550 ## $w g $a Ethnology $z Canada
```

b. Use of geographic subdivision. These headings are used only to designate the presence of nationalities *outside* their native countries. Therefore, they are never assigned without local subdivision. Whenever a nationality heading is assigned, further subdivide it by the place where the presence of the nationality is being discussed, for example, **Germans–Brazil**.

With the exception of American ethnic groups, specific nationalities in foreign countries are designated in this manner, rather than by composite names such as **German Brazilians**.

*Note: Do not confuse this type of prohibited composite nationality name with names for true ethnic groups, i.e. groups with a common cultural and linguistic heritage, whose names are by chance in composite form, such as **French-Canadians**.*

H 1919.5 Nationalities

1. *General procedures.* (Continued)

c. Nationalities within their own countries. Do not use nationality headings for works that discuss the people of a country actually residing within that country. Instead, use either the name of the country with an appropriate subdivision, a **[topic]–[place]** heading, or a combination of both. *Examples:*

651 #0 \$a United States \$x Social life and customs.
[not 650 #0 \$a Americans \$x Social life and customs.]

650 #0 \$a Anthropometry \$z Sweden.
[not 650 #0 \$a Swedes \$x Anthropometry.]

d. Ethnic group subdivisions under nationality headings. Within the restrictions of sec. 1.c., above, treat nationality headings as ethnic groups, assigning subdivisions used under ethnic groups when appropriate, for example, **Iranians–France–Economic conditions** (cf. H 1103).

e. Position of geographic subdivision. When using, under a nationality heading, a subdivision that is itself further subdivided by place, assign the geographic subdivision as the final element, for example, **French–Employment–Germany**.

f. Nationalities in more than one foreign country. For works that discuss a specific nationality in several countries, use the subdivision **–Foreign countries** under the appropriate nationality heading. *Examples:*

650 #0 \$a Italians \$z Foreign countries.
650 #0 \$a Americans \$x Employment \$z Foreign countries.

Note: The subdivision **–Foreign countries** is free-floating when used under nationality headings.

Parks, Reserves, National Monuments, etc. H 1925

3. *Special provisions for assignment of headings.* (Continued)

b. Topical themes. To works about parks that have a special topical theme or focus, assign additional headings as required to bring out this theme. *Example:*

Title: 'Round and about the dunes.

651 #0 \$a Indiana Dunes National Lakeshore (Ind.)
\$v Guidebooks.

651 #0 \$a Indiana Dunes State Park (Ind.)
\$v Guidebooks.

650 #0 \$a Sand dunes \$z Indiana \$z Indiana Dunes
National Lakeshore \$v Guidebooks.

650 #0 \$a Sand dunes \$z Indiana \$z Indiana Dunes State
Park \$v Guidebooks.

c. Parks as administrative agencies. To works that focus on, or include a substantial amount of material on, a park as an administrative agency rather than as a geographic entity, assign as a subject heading the appropriate name heading for the park instead of, or in addition to, the established subject heading. For example, a work about the administration of Mount Rainier National Park would be assigned

610 20 \$a Mount Rainier National Park (Agency : U.S.)

A work that is both a physical description of the park and that includes a substantial amount of material about its administration would be assigned

651 #0 \$a Mount Rainier National Park (Wash.)

610 20 \$a Mount Rainier National Park (Agency : U.S.)

H 1925 Parks, Reserves, National Monuments, etc.

4. Structures, monuments, and geographic features within parks. Treat structures, monuments, or geographic features in parks, including both those that are the principal focus of the park and those that are only incidentally present in the park, as named entities in their own right. Establish separate headings for them in accordance with H 1334 or H 690. The former practice of linking the two headings as RTs has been discontinued. *Examples:*

```
150 ## $a Cleopatra's Needle (New York, N.Y.)  
550 ## $w g $a Obelisks $z New York (State)
```

```
151 ## $a Central Park (New York, N.Y.)  
550 ## $w g $a Parks $z New York (State)
```

```
151 ## $a Great Smoky Mountains (N.C. and Tenn.)  
451 ## $a Great Smokies (N.C. and Tenn.)  
451 ## $a Smokies (N.C. and Tenn.)  
451 ## $a Smoky Mountains (N.C. and Tenn.)  
550 ## $w g $a Mountains $z North Carolina  
550 ## $w g $a Mountains $z Tennessee
```

```
151 ## $a Great Smoky Mountains National Park (N.C. and Tenn.)  
550 ## $w g $a National parks and reserves $z North Carolina  
550 ## $w g $a National parks and reserves $z Tennessee
```

Assignment of headings. Assign the heading for the *park* to works that discuss the park as a whole including such aspects as the history of its establishment, the facilities available for public use, its organization, administration, financial affairs, etc. Assign the heading for the *feature, structure, or monument* to works that discuss only the entity itself without regard to its presence in the park, including such aspects as its physical description, history of construction, restoration, etc. To works that discuss *both* the park and the specific entity, assign both headings.

BACKGROUND: In subject cataloging practice the term **periodical** is defined as a publication other than a newspaper that is actually or purportedly issued according to a regular schedule (monthly, quarterly, biennially, etc.) in successive parts, each of which bears a numerical or chronological designation, and that is intended to be continued indefinitely. This definition is broader than the traditional definition, which states that a periodical is generally published more frequently than annually and normally contains separate articles. The term **serial** is frequently used in a broader sense to refer to any title cataloged as a serial, including periodicals, newspapers, monographic series, etc. The subdivision **-Periodicals** is used under headings assigned to serials that conform to the subject cataloging definition of periodicals. Furthermore, by long-standing practice, **-Periodicals** is not used as a further form subdivision under those form subdivisions listed in sec. 2 of this instruction sheet.

For provisions relating to catalogs of periodicals, see H 1361. For provisions relating to electronic serials, see H 1580.5. For provisions relating to indexes to periodicals, see H 1670.

For provisions relating to newspapers on special topics and newspapers of ethnic groups in the United States, see H 1920. For classification of periodicals, see F 210 and F 220.

1. General rule. Use **-Periodicals** as a form subdivision under all headings assigned to works that conform to the definition of periodicals given above, including annual reports. Use this subdivision under topical headings, personal name headings, corporate body headings, geographic headings, etc., without restriction.

Regularity of publication. In the event that the serials cataloger has not been able to determine with certainty the frequency of publication, use judgment to decide whether or not to use the subdivision **-Periodicals**. Base this judgment on whether or not the periodical *appears* to be issued regularly. In case of doubt, assume that it *is* issued regularly and assign the subdivision **-Periodicals**. If a publication is known to be issued irregularly but contains articles, etc., and in all other ways appears to be a periodical as defined above, use the subdivision **-Periodicals**.

Juvenile periodicals. When using this subdivision in conjunction with **-Juvenile literature**, construct the heading as follows: **[topic]-Periodicals-Juvenile literature**.

H 1927 Periodicals

1. *General rule.* (Continued)

Serials that are not periodicals. Do not use the subdivision under headings assigned to publications that are revised and reissued in full on a regular basis, and are therefore cataloged as serials for convenience, but are not periodicals as defined above. For example, *Library of Congress subject headings* is published annually and is cataloged as a serial, but the subdivision **-Periodicals** is inappropriate for this work.

Monographic series. Do not use the subdivision under headings assigned to monographic series.

2. ***-Periodicals under form headings and other form subdivisions.*** Use **-Periodicals** as a further subdivision under most form headings and form subdivisions, for example, **American poetry-Periodicals; Tuberculosis-Statistics-Periodicals.**

Exception: Do not use **-Periodicals** as a further subdivision under the following form subdivisions:

- | | |
|--------------------|----------------------------|
| -Amateurs' manuals | -Handbooks, manuals, etc. |
| -Atlases | -Juvenile films |
| -Calendars | -Juvenile literature |
| -Cases | -Juvenile sound recordings |
| -Congresses | -Laboratory manuals |
| -Databases | -Maps |
| -Dictionaries | -Newspapers |
| -Digests | -Observers' manuals |
| -Directories | -Outlines, syllabi, etc. |
| -Encyclopedias | -Photo maps |
| -Gazetteers | -Registers |
| -Guidebooks | -Telephone directories |

Publishers' Catalogs H 1965

Note: The order of headings indicated below is not significant since the actual order is determined according to the procedures in H 80.

1. General rule. Assign the following combination of headings to catalogs of works issued by an individual publishing house:

- (1) 610 20 \$a [name of publishing house] \$v Catalogs.
- (2) 650 #0 \$a Publishers' catalogs \$z [country].
- (3) 651 #0 \$a [country] \$v Imprints \$v Catalogs.

*Note: Consider a government agency or similar organization to be a publishing house in those cases where the body issues a catalog of its publications. If the publishing house is a government agency, assign instead of the third heading a heading for the type of government publications, such as **Government publications-[country]-Bibliography-Catalogs**.*

2. Topical catalogs. Assign the following combination of headings to publishers' catalogs of works on a specific topic:

- (1) 650 #0 \$a [topic] \$v Bibliography \$v Catalogs.
- (2) 610 20 \$a [name of publishing house] \$v Catalogs.
- (3) 650 #0 \$a Publishers' catalogs \$z [country].

3. Microform catalogs. Assign the following combination of headings if the publishing house issues a catalog of its publications in microform:

- (1) 650 #0 \$a [topic] \$v Bibliography \$v Microform catalogs.
- (2) 610 20 \$a [name of publishing house] \$v Microform catalogs.
- (3) 650 #0 \$a Publishers' catalogs \$z [country].
- (4) 650 #0 \$a Microforms \$v Catalogs.

Assign **[topic]-Bibliography-Microform catalogs** only if the catalog lists works on a specific topic. Assign **Microforms-Catalogs** only to general microform catalogs. If the catalog lists works in a specific microform, use the appropriate specific heading. *Examples:*

- 650 #0 \$a Pamphlets in microform \$v Catalogs.
- 650 #0 \$a Books on microfilm \$v Catalogs.
- 650 #0 \$a Periodicals on microfiche \$v Catalogs.

Radio Genre/Form Terms H 1969.5

BACKGROUND: Radio programs are defined as sound recordings of material that has been or that is intended to be broadcast over radio waves. This instruction sheet provides special guidelines for the assignment of genre/form terms to radio programs, or to portions of radio programs, that are cataloged by the Library of Congress. For guidelines on assigning subject headings to bring out the content of individual radio programs, consult the appropriate instruction sheet(s).

1. Assignment of genre/form headings.

a. General rule. Assign genre/form terms to both fiction and nonfiction works. Terms may be assigned from different levels of the same hierarchy if desired.

b. Limiting to fiction or non-fiction. Some radio genre/form terms are inherently fiction or nonfiction (e.g., **Historical radio dramas**, **Public affairs radio programs**). Other terms may be used for either fiction or nonfiction works (e.g., **Children's radio programs**). When using a term in the latter category, assign an additional genre/form term to distinguish between fiction and nonfiction treatments.

Examples:

Title: The Story of Dr. Kildare.

655 #7 \$a Medical radio dramas. \$2 lcgft

Title: The art of positive thinking.

655 #7 \$a Inspirational radio programs. \$2 lcgft

655 #7 \$a Nonfiction radio programs. \$2 lcgft

Title: A flight to the moon.

655 #7 \$a Children's radio programs. \$2 lcgft

655 #7 \$a Radio docudramas. \$2 lcgft

c. Multiple genres. Assign as many genre/form terms as necessary to bring out important forms and genres to which the work belongs. *Example:*

Title: The Wizard of Oz.

655 #7 \$a Fantasy radio programs. \$2 lcgft

655 #7 \$a Children's radio programs. \$2 lcgft

655 #7 \$a Radio adaptations. \$2 lcgft

H 1969.5 Radio Genre/Form Terms

2. Construction of headings.

a. General rule. The process for proposing genre/form terms follows the general guidelines on the creation of subject authority records, see H 200.

b. Form of heading.

(1) *Use of terms already in LCSH.* Before proposing a new genre/form term, search LCSH to determine whether there is a topical subject heading that is appropriate for use as a genre/form term. If there is, propose that the new genre/form term be identical to the topical heading.

(2) *Construction of new headings.* Prefer the formula [. . .] **radio programs**, although terms of the type **Radio** [. . .] may also be proposed if appropriate. If neither of the above options is practical (e.g., due to common usage or literary warrant), then terms may be constructed by using the qualifier (**Radio programs**).

Examples:

```
155 ## $a Horror radio programs
155 ## $a Radio outtakes
155 ## $a Variety shows (Radio programs)
```

c. References. Construct references according to the following guidelines, which follow the general principles for references presented in H 370 and H 373.

(1) *Used for references.* Add 455 fields for variant terminology and/or inverted forms of the authorized term.

(2) *Broader term references.* Judiciously add broader term references for explicit class/class member relationships. *Examples:*

```
155 ## $a Call-in radio shows
555 ## $w g $a Talk radio shows
```

```
155 ## $a Radio sermons
555 ## $w g $a Religious radio programs
```

```
155 ## $a Magazine format radio programs
555 ## $w g $a Radio programs
```

Radio Genre/Form Terms H 1969.5

2. Construction of headings.

c. References. (Continued)

(3) **Related term references.** Link through related term references those terms with meanings that overlap to some extent or that are used somewhat interchangeably. *Example:*

```
155 ## $a Inspirational radio programs
555 ## $a Religious radio programs
```

```
155 ## $a Religious radio programs
555 ## $a Inspirational radio programs
```

d. **Scope notes.** Add a scope note to define the meaning of the genre/form term if necessary. Consult H 400 for guidance. *Example:*

```
155 ## $a Western radio programs
680 ## $i This heading is used as a genre/form heading for
      radio programs that feature the American West
      during the period of westward expansion.
```

e. **Research.** Perform thorough authority research demonstrating that the term selected for the proposed heading is the appropriate one. In addition to other research, cite at least one of the following sources:

Buxton, Frank and Bill Owen. *Radio's golden age : the programs and personalities.*

Godfrey, Donald G. and Frederic A. Leigh. *Historical dictionary of American radio.*

Radio form/genre terms guide. <<http://www.loc.gov/rr/record/frmgen.html>>

Subject guide to the radio and television collection of the Museum of Broadcasting.

Summers, Harrison B. *A thirty year history of programs carried on national networks in the United States, 1926-1956.*

H 1969.5 Radio Genre/Form Terms

3. MARC 21 content designation and input conventions. Library of Congress genre/form terms are recorded in field 155 in the authority format, with both indicators blank. In the bibliographic format they are recorded in field 655 with a second indicator of **7** (seven) and a \$2 subfield **lcgft**. *Example:*

655 #7 \$a Audience participation radio programs. \$2 lcgft

Relations and Military Relations H 1996

BACKGROUND: In 1981 the subdivisions ***-Relations (general) with [...]***, ***-Relations (general) with foreign countries***, ***-Relations (military) with [...]***, and ***-Relations (military) with foreign countries*** were discontinued.

1. General rule. Use the following free-floating subdivisions further subdivided by a specific place when appropriate, or by the subdivision **-Foreign countries**:

-Relations (*May Subd Geog*)

Use under names of regions, countries, cities, etc. for general relations between one region or jurisdiction and another.

-Military relations (*May Subd Geog*)

Use under names of regions, countries, cities, etc. for non-hostile military relations and/or cooperation between one region or jurisdiction and another.

Note: For works on diplomatic relations among regions and countries, use the subdivision **-Foreign relations** under names of countries and regions larger than countries. See H 1629 for instructions on its use.

2. Relations with specific regions or countries. Further subdivide these subdivisions by region or country to designate relations with a specific region or country, following normal rules for geographic subdivision (cf. H 830). If the subdivisions **-Relations** and **-Military relations** are so subdivided, make an additional subject entry with the two geographic names in reversed positions. *Examples:*

651 #0 \$a United States \$x Relations \$z China.
651 #0 \$a China \$x Relations \$z United States.

651 #0 \$a Murcia (Spain : Region) \$x Relations \$z Latin America.
651 #0 \$a Latin America \$x Relations \$z Spain \$z Murcia (Region)

H 1996 Relations and Military Relations

3. *Relations within a single country.* As a general rule, do not use these subdivisions to bring out relations between regions or jurisdictions within the same country, except when it is necessary to designate historical relationships, such as the relations between a country and a locality of the country at the time when it was an independent jurisdiction. *Example:*

Title: Relations between pre-1965 Tibet and China.

651 #0 \$a Tibet (China) \$x Relations \$z China.

651 #0 \$a China \$x Relations \$z China \$z Tibet.

4. *Relations with three or more regions or jurisdictions.* Use the free-floating subdivisions **–Relations** and **–Military relations** for the general relations or military relations of a region or jurisdiction with three or more regions or jurisdictions.

Title: Mission to civilize: the French way.

651 #0 \$a France \$x Relations.

650 #0 \$a Civilization, Modern \$x French influences.

Songs and Music H 2075

BACKGROUND: This instruction sheet provides guidelines on the use of the free-floating subdivisions **-Songs and music** and **-Songs and music-History and criticism**. For guidelines on the use of the subdivision **-Music** under ethnic groups, see H 1103 and H 1917. For guidelines on the use of the subdivision **-Texts** under headings for vocal music, see H 2190, sec. 2.

1. Musical works. Use **-Songs and music** as a free-floating subdivision for vocal or instrumental music. Use this subdivision under topical headings, and under headings for persons or named entities, such as corporate bodies, places, military services, and specific wars. Use **-Songs and music** for the following types of works:

- Music about a topic. *Examples:*

Title: Keep the home fires burning : the songs and music of the 1st World War.

650 #0 \$a World War, 1914-1918 \$v Songs and music.

Title: Lincoln portrait / Aaron Copland.

600 10 \$a Lincoln, Abraham, \$d 1809-1865 \$v Songs and music.

Title: Songs of Rutgers University.

610 20 \$a Rutgers University \$v Songs and music.

For musical works that use as text the pre-existing literary or other writings of an individual, use the free-floating form subdivision **-Musical settings** under the heading for the name of the person, as described in H 1110.

H 2075 Songs and Music

1. *Musical works.* (Continued)

- Music that interprets or that is inspired by a person or geographic location.
Examples:

Title: Schelomo : Hebrew rhapsody for violoncello and orchestra / Ernest Bloch.

600 00 \$a Solomon, \$c King of Israel \$v Songs and music.

Title: Elegy for J.F.K. / Igor Stravinsky. [song for baritone and 3 clarinets]

600 10 \$a Kennedy, John F. \$q (John Fitzgerald), \$d 1917-1963 \$v Songs and music.

Title: Mount Saint Helens Symphony / Alan Hovhaness.

651 #0 \$a Saint Helens, Mount (Wash.) \$v Songs and music.

Title: Four Marian antiphons. [to the Blessed Virgin Mary]

600 00 \$a Mary, \$c Blessed Virgin, Saint \$v Songs and music.

Title: Washington's march at the Battle of Trenton. [piano work]

600 10 \$a Washington, George, \$d 1732-1799 \$v Songs and music.

Title: The official music of the XXIIIrd Olympiad, Los Angeles, 1984.

611 20 \$a Olympic games \$n (23rd : \$d 1984 : \$c Los Angeles, Calif.) \$v Songs and music.

Title: The Clearwater Songbook.

610 20 \$a Clearwater (Sloop) \$v Songs and music.

Strikes and Lockouts H 2100

1. Subdividing the heading *Strikes and lockouts*. When subdividing the heading **Strikes and lockouts**, use names of industries rather than groups of employees as subdivisions. Establish each such usage in the subject authority file; add a 450 field reference of the type [*name of industry*]- **Strikes and lockouts**; add no 550 fields. Provide for geographic subdivision in each case by selecting the **May Subd Geog** radio button in the Subject Heading Proposal System template. *Example:*

```
150 ## $a Strikes and lockouts $x Banks and banking
450 ## $a Banks and banking $x Strikes and lockouts
```

```
[not 150 ## $a Strikes and lockouts $x Bank employees
450 ## $a Bank employees $x Strikes and lockouts]
```

If a heading has already been established using a group of employees as a subdivision, continue to use the heading. If two headings have been established for the same topic, one subdivided by the name of the industry and the other by the group of employees, cancel the latter heading and use only the former.

2. Establishing headings for individually named strikes.

a. *Strikes not limited to a single employer or firm and not limited to a single city or U.S. county.* Construct the heading as follows:

```
150 ## $a [generally accepted name or designation in  
         English], [place], [year(s)]
```

For [*place*], use the name of the country, except in the case of a strike limited to a province of Canada, a constituent country of Great Britain, or a state of the United States.

H 2100 Strikes and Lockouts

2. Establishing headings for individually named strikes.

a. Strikes not limited to a single employer or firm and not limited to a single city or U.S. county. (Continued)

Add a 550 (broader term) field from the heading **Strikes and lockouts**–[*name of industry*]– [*country (or first order division, when appropriate)*]. For general strikes, add the 550 field from the heading **General strikes**–[*place*]. *Examples:*

```
150 ## $a Coal Strike, U.S., 1977-1978
550 ## $w g $a Strikes and lockouts $x Coal mining
      $z United States

150 ## $a Coal Strike, Colo., 1913-1914
550 ## $w g $a Strikes and lockouts $x Coal mining
      $z Colorado

150 ## $a Police Strike, England, 1919
550 ## $w g $a Strikes and lockouts $x Police $z England

150 ## $a Telegraph Workers' Strike, Venezuela, 1930
550 ## $w g $a Strikes and lockouts $x Telegraph
      $z Venezuela

150 ## $a General Strike, Sri Lanka, 1953
550 ## $w g $a General strikes $z Sri Lanka
```

b. Strikes not limited to a single employer or firm but limited to a single city or U.S. county. Construct the heading as follows:

```
150 ## $a [generally accepted name or designation in
           English], [city (or U.S. county), larger
           jurisdiction], [year(s)]
```

Note: Former LC practice was to establish strikes of this type as subdivisions under the city or county.

Glossary

Library of Congress Subject Headings. The printed list of headings produced from the *subject authority file* maintained by the Library of Congress and published annually. The term is frequently abbreviated as **LCSH** and is sometimes used interchangeably with the term *subject authority file*.

Local subdivision, *see* Geographic subdivision

Name authority file. A file containing individual *name authority records*. As used in this manual, this term refers specifically to the name authority file created and maintained by the Library of Congress with contributions from participating libraries.

Name authority record. An *authority record* for a *name heading*.

Name heading. A heading that is a personal name, corporate name, meeting name, uniform title, or jurisdictional name.

Narrower term reference. A reference to a *subject heading* at a lower level in a hierarchy than the term referred from. Narrower term references do not appear in *subject authority records*, but are generated by automated systems as the reciprocals of *broader term references*.

NT, *see* Narrower term reference

Parenthetical qualifier. A word or phrase placed in parentheses after a heading either to distinguish between two different meanings of an identical term or to clarify the meaning of the heading, as in the subject headings **Plates (Engineering)**; **Plates (Tableware)**; **BASIC (Computer program language)**; **Adonis (Greek deity)**.

Period subdivision, *see* Chronological subdivision

Place subdivision, *see* Geographic subdivision

Proposal. A suggested new subject heading or a suggested change to an existing heading, submitted by a cataloger in the form of a subject authority proposal record; or, a printout of an existing *subject authority record* marked up with proposed changes, for consideration through the editorial process in the Policy and Standards Division, which is responsible for overall development of the Library of Congress *subject authority file*.

Qualifier, Adjectival, *see* Adjectival qualifier

Glossary

Qualifier, Geographic, *see* **Geographic qualifier**

Qualifier, Parenthetical, *see* **Parenthetical qualifier**

Reference source. An authoritative published work or other source of information consulted to determine the appropriate terminology to be used in establishing a *subject heading* and creating an appropriate structure of cross-references to and from the heading.

Related term reference. A reference from one *subject heading* to another subject heading that is in a different hierarchy. Related term references appear in 5XX fields in *subject authority records*, and are identifiable by the presence of the value **n** in the first character position of the \$w control subfield.

RT, *see* **Related term reference**

Scope note. A note associated with a *subject heading* that provides information about the heading such as its definition, application, or relationship to other headings, in order to enable catalogers to use the heading consistently and users to determine what type of material may be found under the heading. Scope notes appear in 680 fields in *subject authority records*.

See also reference. A cross-reference leading from one valid heading to another. In the Library of Congress *subject authority file*, a see also reference is in the form of a *broader term reference* (which can generate a *narrower term reference* as its reciprocal), or a *general see also reference*.

See reference, *see* **Use reference**

Straight heading. A heading established in direct, natural language word order. See also *Inverted heading*.

String. A term used to refer to the combination of a subject heading and one or more subdivisions. In the context of the MARC 21 format, a string is a 6XX field that has at least one \$v, \$x, \$y, or \$z subfield in addition to the \$a subfield.

Subdivision. The portion of a subject heading *string* that appears in a \$v, \$x, \$y, or \$z subfield of the 6XX field and that is used to identify a specific aspect of the main *subject heading*, such as form, subtopic, time period, or place, in connection with the bibliographic work to which it is assigned. See also *Chronological subdivision*, *Form subdivision*, *Geographic subdivision*, and *Topical subdivision*.

INDEX

Page numbers are in parentheses following the number of the instruction sheet. Subject headings and subdivisions are displayed in bold type. Where multiple references are provided under a topic, the primary reference, if any, is displayed in bold type. References to lists of free-floating subdivisions in H 1095 - H 1200 are not included.

008 field for subject-related codes

Books: Appendix F

Continuing resources (Serials): Appendix G

043 field for geographic area codes

SEE Geographic area codes

653 field for uncontrolled subject terms: H 160

781 field for geographic subdivision form: H 200 (11), H 830 (2), H 835, H 836

- A -

AACR2 name headings: H 405 (3-4), H 430 (1-2)

Extinct cities: H 715 (1)

Abbeys

Established as name headings: H 405 (5)

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